

**2005-2006**

Revised 2005

**HIGH SCHOOL**

**STUDENT HANDBOOK**

**SHELDON R-VIII SCHOOL**

**GRADES 7-12**

## **EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION**

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is the attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the Sheldon R-VIII School District to provide an educational environment for children of the district, who will foster and accelerate their intellectual, physical, social and career development.

## **SHELDON R-VIII SCHOOL MISSION STATEMENT**

THE PURPOSE OF THE SHELDON R-VIII SCHOOL DISTRICT IS TO PROVIDE AN EDUCATIONAL ENVIRONMENT, WHICH RECOGNIZES EACH STUDENT AS A UNIQUE INDIVIDUAL. THIS ENVIRONMENT WILL FOSTER AND ACCELERATE THEIR INTELLECTUAL, PHYSICAL, SOCIAL, AND CAREER DEVELOPMENT WHILE ENCOURAGING EACH STUDENT TO GIVE HIS OR HER BEST EFFORTS TO THEIR DAILY RESPONSIBILITIES. THROUGH THE ENCOURAGEMENT AND SUPPORT OF EVERYONE IN OUR COMMUNITY WE WILL BUILD A FIRM FOUNDATION FOR OUR EDUCATION PROGRAM.

**SHELDON R-VIII**  
**PROFESSIONAL LEARNNG COMMUNITY**  
**VISION STATEMENT**

Sheldon R-VIII Schools shall be created by a cooperative effort of students, parents, community, administrators and teachers working together to assist individuals in achieving academic excellence. This will be accomplished by providing effective and innovative teaching techniques, setting high expectations, encouraging pride in ourselves, and working as a team to build on the strengths of each person's talents and abilities.

The Sheldon R-VIII curriculum will be revised and enriched on a regular basis, so that it remains challenging and stimulating with an emphasis on academics, character building, critical thinking skills and problem solving.

The school climate will stimulate responsibility and respect; with each person developing a sense of belonging in a safe, supportive, and equitable environment through effective communication.

Sheldon R-VIII School graduates will have achieved academic excellence  
With a desire to achieve, a positive work ethic and the necessary  
life skills to attain success.

**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 insure 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, P. O. Box 68, Phone 884-5111 or 5113, or in person if there is an unresolved issue or problem which involves your child/children. We realize that your child/children is very important to you as he/she is to us.

The Homework Hotline is available to parents and students by dialing 884-2436 for daily updates on homework assignments and school activities. We will keep you updated with calendar and newsletters home monthly.

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

Sincerely,  
Phyllis Sprengle  
Superintendent

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## **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 MSBA Board Manual and other policy manuals. These manuals are in each of the administrative offices and open to the public. Though we have tried to be thorough, all situations cannot be foreseen. The administration will use their discretion in such situations.

### **ATTENDANCE POLICY MCE#2300**

Students who have good attendance at school usually achieve higher grades, enjoy school more, and are more attractive to prospective employers after leaving school. Attendance is often weighed more in worker performance than actual work output.

Frequent absenteeism from the regular classroom learning experience disrupts the continuity of the learning process for everyone. The benefit of regular classroom instruction is lost and cannot be entirely made up even by extra after school instruction. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the maximum educational benefits. Regular contact with their students and participation in the classroom in well-planned instructional activities under the guidance of a competent teacher is vital to this purpose. Therefore, the Sheldon R-VIII Board of Education has implemented the following attendance policy for Sheldon High School students:

I. This policy will designate six (6) days of absence per semester as the maximum under normal circumstances of regular school attendance. The six (6) days of absence are to accommodate the following excused absences:

- a. Personal illness with note from parent
- b. Professional appointments that cannot be scheduled outside of regular school hours which includes driving tests, doctor, dentist, banking, and attorney meetings ( **with note from professional , with the time of appointment noted ) restricted to a reasonable time frame per principal's discretion.**
- c. A serious family illness.
- d. A funeral for which the student would be expected to attend.
- e. An absence because of extenuating circumstances to be approved by the principal. To include:

1. work days outside the home
2. needed at home
3. college campus visits by pre-arrangement with the principal
4. a family function out of town with prior approval of the principal

II. Absences other than those listed above will be considered unexcused, (included as a part of the six (6) each semester) to include:

- a. Truancy.
  - b. Absences not covered by a note or phone call.
  - c. Oversleeping and missing the bus.
  - d. Suspension from school for disciplinary reasons.
  - e. Time lost from school because student has to return home for equipment or materials required for school or school activities.
  - f. Hunting or fishing trips.
  - g. Shopping trips, barber and beauty appointments.
- All absences over 6 will be considered unexcused. If there are extenuating circumstances, the parents may meet with the student affairs committee.

III. Unless a student is excessively absent, parents will be notified of their child's attendance record on progress reports and quarterly grade cards.

IV. When it is necessary that a student be absent from school, the parent or guardian of the student **should call the school office in the morning of the absenteeism**, letting

office personnel know that the student will be absent and the reason for the absence.

**Notification should be followed with a note for the student's file. Absences due to a doctor's appointment will have a note from the doctor.** *In cases where the reason is not provided, the principals are directed to secure the information. Parent contact will be made.*

In cases in which the lack of attendance interferes with the student's educational progress, the following general procedures will be implemented on a semester basis.

**THREE DAYS:** Upon the third absence of the student, the parents will be contacted from the building administrator stating the number of days missed that semester with a statement of the District's policy on attendance.

**SIX DAYS:** Upon the sixth absence and in cases in which insufficient information is available for verification, the parents will be requested to attend a conference with the building administrator and/or counselor for the purpose of discussing student achievement, attitude, behavior, and attendance and consequences of further absenteeism from school. Absences having appropriate verification will be considered for dispensation at this meeting.

**TEN DAYS:** Upon the tenth absence, in cases in which there are not extenuating circumstances, a Child Abuse Hot-line referral or call to the juvenile officer for educational neglect or truancy will be made.

**After a student has been absent six days in one semester,** with the exception of verified illness and/or pre-approved absences, the student may be provided with the opportunity to make up days missed so as not to be in jeopardy of losing credit for the semester. If the student has failed to complete the required make-up time, the following actions may take place: 7-12 students may be assigned to an after-school tutoring program, summer school or retained at grade level. The student may not receive credit for that semester. The parents will receive written notification from the building administrator regarding this action. At the discretion of the building administrator, the student may be provided with an opportunity to make-up absences on an hour-to-hour basis.

V. Students grades are figured in percentage each semester by each teacher. The attendance is tabulated by the office for each period of the school day. The principal takes the total absences of a student for a period and subtracts the 6 allowable absences including any **doctor's noted absences**. The difference is then subtracted from the percentage grade at 1% per period. If the student misses less than six periods in a semester then 0.5% would be added to the student's grade for each day not used. This will not move a student's grade above 100%.

School sponsored or sanctioned activities for which the student has been properly pre-excused are exempted from this policy.

VI. Students who had grades reduced due to excessive absenteeism can restore a grade that was passing before absences were taken off to the original grade. Students who lose credit in only a few classes are expected to stay in school attending all classes. Students who are disruptive in classes wherein they have lost credit will be dropped from school.

VII. STUDENTS PLANNING TO LEAVE SCHOOL DURING THE SCHOOL DAY, FOR WHATEVER REASON, MUST BRING A NOTE FROM THEIR PARENTS, GIVING THE DATE, THE TIME THE STUDENT IS TO BE EXCUSED, AND THE REASON. THE NOTE IS TO BE PRESENTED TO THE OFFICE **IN THE MORNING BEFORE SCHOOL** SO THAT TEACHERS CAN BE NOTIFIED OF THE

STUDENT'S ABSENCES IN THE BULLETIN. Students will sign out in the office before leaving the school grounds after contact has been made with the principal or a representative, student failing to sign out before leaving school will be truant. Students

returning to school after being absent must report to the office with a note to explain the reason for the absence, and the signature of the parent. Students will be given an “Admit Slip” to be signed by the teachers and returned to the office. Students who forget their notes or have unexcused absences will be given a unexcused admit slip. The admit slip for students who have forgotten their notes will be returned to the office by the 7<sup>th</sup> hour teacher and held for two days. **If no note is presented within two days the absence will be entered into the student’s record as unexcused.**

VIII. Only seniors in regular attendance as defined on page 24 at Sheldon High School the first and second semesters of their Senior year will be allowed to attend the Senior trip.

Students with unexcused absences will not be allowed to make up work missed while absent. Students with an excused absence will be responsible for handing in missed assignments. The amount of time allowed for make up work will be determined by the length of the student’s absence, usually a day for each day absent. Students who miss a previously announced test will take the test on the day they return, or at the convenience of the teacher. Students who know in advance that they will be absent should advise the office and their teachers of the coming absence and make plans for make up work prior to their absence. This includes school activities. Failure to make up work may result in ineligibility for school trips.

Parents of students with a serious illness or knowing the student will have an extended hospital stay or home convalescence should contact the school to initiate a “Homebound” study program. A provision for homebound study (policy 1GBG) is available. Parents, students, and the school will sign a homebound agreement. There will be an initial contact between the school and doctor for approval. Please see the Student Handbook for complete policy.

### **ARRIVAL/DEPARTURE AT SCHOOL**

The east and west doors will not be opened until 7:55 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 prior to 7:50 a.m. or after 3:30 p.m. and so the school is not responsible for students until that time. Any student who arrives on school property except in cases of tutoring or practices is not to leave school property without permission of parent. Students will not remain at school after regular school hours unless they are involved in a designated activity or unless they are with a sponsor.

### **TARDY TO CLASS**

A student will be counted with an unexcused tardy to class if they have not arrived to class **within** 15 minutes (with the exception of Wednesday’s— 5 minutes) after the tardy bell has rung. **After** 15 minutes (with the exception of Wednesday’s—5 minutes) the student will be counted absent. If a student brings in a doctor’s note the tardy will be considered excused. All other notes, the administrator will determine whether it’s excused or unexcused. Tardy to class may result in noon detention in place of community service. The student will be served a peanut butter sandwich, fruit and milk at no cost to the parent(s).

### **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 at the west doors and check in at the principal’s office for a visitor’s pass.

### **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 are to be notified at once. The teacher will request assistance.

If a student becomes too ill to continue at school the parents or other designated person will be contacted to come pick up the student. It will be the policy not to send ill students home if there is no one there to supervise them.

In case of an accident a report will be made to the principal's office. The office personnel will see that proper aid is given. Should a serious accident occur the principal would be notified at once. Every effort will be made to contact the parents or other designated party 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 his/her 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.

### **LOCKERS, BOOKS**

Books and lockers are provided for students in grades 7-12. 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 and the lock must be purchased from the office for \$4.50. The student may sell the lock back to the school at the end of the year. Lockers are the property of Sheldon R-VIII School and can be searched by school officials at any time they deem necessary.

### **SEARCH OF BAGS AND CARS**

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

### **PENS AND PENCILS**

When necessary, paper and pencils may be purchased in the office. If the student chooses not to purchase pencil or paper during class time they will lose credit in that class for the day. (delete)

### **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 on a hall pass 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 call long distance, please provide them with a phone card.**

## **SHELDON R-VIII DISCIPLINE POLICY**

Sheldon R-VIII School will meet the requirements of House bills 1298 and 1301 with regard to 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 school. The following Behavior Code is designed to guide Sheldon R-VIII students in the attainment of this goal. The cooperation of 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 proper 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 or from the use of 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 visitors 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, which would include but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of Schools.
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 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, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student 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.)

### **Abbreviations:**

**ISS**-In-School-Suspension

**OSS**-Out-of-School-Suspension

**RTBFE**-Recommended to Board of Education for Expulsion

**SD**-Saturday Detention

**LTD**-Lunch Time Detention

**CA** -Contact Authorities

**CEd.**-Character Education

Principal and/or Superintendent may **modify** penalty in any of the situations above in 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 where deemed appropriate by Principal. Community service may be used as an alternative deterrent. Character Education services will be used as deemed appropriately by the principal.

### **SHELDON R-VIII SCHOOL DISCIPLINE CODE**

Maximum Penalties – May be reduced or modified according to seriousness of the offense.

**Note: Parents/and or authorities will be contacted when severity of 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 student's record when 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.

1<sup>st</sup> Violation: Conference/PC/C.ED.

2<sup>nd</sup> Violation: Detention/PC/C.ED.

3<sup>rd</sup> Violation: 1-3 Days ISS/PC

4<sup>th</sup> Violation: 1-10days OSS/PC

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

#### **(2) Insubordination**

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

2<sup>nd</sup> Violation: 1-6 days ISS/ OSS/C.ED.  
3<sup>rd</sup> Violation: 1-10 days OSS  
4<sup>th</sup> Violation: 10 days OSS, RTBFE  
\*\*\*Nonverbal or Verbal refusal to follow a reasonable teacher request.

**(3) Disruptive Speech or Conduct**  
Principal takes severity into account

1<sup>st</sup> Violation: 1 day detention or ISS or PC/C.ED.  
2<sup>nd</sup> Violation: 1-3 days detention, or ISS or PC/C.ED.  
3<sup>rd</sup> Violation: 1-3 days OSS, possible removal from class with an "F", PC  
4<sup>th</sup> 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.

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

1<sup>st</sup> Violation: 1-6 days ISS OSS , PC  
2<sup>nd</sup> Violation: 1-10 days OSS, PC  
3<sup>rd</sup> Violation: RTBFE, PC  
4<sup>th</sup> Violation: RTBFE, PC  
\*\*\*Conduct or speech, verbal, written or symbolic, describing sexual conduct which is offensive or obscene.

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

1<sup>st</sup> Violation: 1-3 day detention or ISS or PC  
2<sup>nd</sup> Violation: 1-6 days detention or ISS or PC  
3<sup>rd</sup> Violation: 1-3 days OSS, PC  
4<sup>th</sup> Violation: 1-6 days OSS, PC  
\*\*\*Conduct or speech, verbal written or symbolic, describing sexual conduct is offensive.

**(6) Public Display of Affection. (MCE #2610)**

1<sup>st</sup> Violation: Warning, PC  
2<sup>nd</sup> Violation: Conference with parents  
3<sup>rd</sup> Violation: 1-3 ISS, PC  
4<sup>th</sup> Violation: 1-6 OSS, PC  
\*\*\*Physical contact which is inappropriate for the regular school day and activities.

**(7) 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 allowed on the bus. Parents must pick balloons up or be left at school.

1<sup>st</sup> Violation: 5 days off of bus  
2<sup>nd</sup> Violation: 30 days off of bus  
3<sup>rd</sup> Violation: 60 days off of bus  
4<sup>th</sup> Violation: Remainder of the year.

**(8) Dress Code Violations (Policy #2651)**

1<sup>st</sup> Violation: PC and Principals Warning  
2<sup>nd</sup> Violation: Change of clothing and will not be allowed to wear that type of clothing the remainder of the year.  
\*\*\*Clothing or accessory items, which may disrupt the educational environment: i.e. items, which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words. Repeat offenders: Principal confiscates inappropriate clothing. Parents may bring change of clothing back in exchange for students clothing.

**(9) Violation Against Public Health and Safety (MCE #2610)**

Tobacco Products Use and/or Possession

1<sup>st</sup> Violation: 1 day detention or ISS, confiscation, PC, C.ED.  
2<sup>nd</sup> Violation: 1-3 days detention, ISS, C. ED, confiscation, PC  
3<sup>rd</sup> Violation: 1-3 days OSS, Confiscation, PC  
4<sup>th</sup> Violation: 1-6 days OSS, Confiscation, PC  
\*\*\*Possession of any tobacco products on school property, bus, or any school activity.  
\*\*\*Use of any tobacco products on school property, bus, or at any school activity.

**(10) Sale or Distribution of Alcohol or Drugs (MCE #2610)**

1<sup>st</sup> Violation: 1-10 days OSS, CA, PC  
2<sup>nd</sup> Violation: 1-30 days OSS, CA PC  
3<sup>rd</sup> Violation: RTBFE, CA, PC  
4<sup>th</sup> 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 11-180 days.

**(11) Alcohol/Drugs, Smell, Possession (MCE #2610)**

1<sup>st</sup> Violation: 1-6 days OSS, CA, PC  
2<sup>nd</sup> Violation: 1-12 days OSS, CA, PC  
3<sup>rd</sup> Violation: RTBFE, CA, PC  
4<sup>th</sup> 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 on school property is mandated to report such to administration or adult school staff.

**(12) Violations Against Persons – Harassment (MC # 2610)**

1<sup>st</sup> Violation: Conference, Detention or ISS, PC, C.ED.  
2<sup>nd</sup> Violation: Detention or ISS, PC, C.ED,  
3<sup>rd</sup> Violation: ISS/OSS, PC, C.ED.  
4<sup>th</sup> Violation: OSS, PC

**(13) Sexual Harassment (MCE #2160)**

1<sup>st</sup> Violation: Conference, PC, C.ED  
2<sup>nd</sup> Violation: Detention, PC, C.ED  
3<sup>rd</sup> Violation: ISS PC  
4<sup>th</sup> Violation: OSS, PC  
\*\*\*(see NSBA Board Policy – JBA) use of verbal, written or symbolic language that is sexually harassing.

**(14) Assault/Battery on another student (MCE #2610)**

1<sup>st</sup> Violation: 10 days OSS, CA, PC, C.ED  
2<sup>nd</sup> Violation: RTBFE, CA, PC, C.ED  
3<sup>rd</sup> Violation: RTBFE, CA, PC  
4<sup>th</sup> 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.

**(15) Assault/Battery on Staff Member (MCE #2610)**

1<sup>st</sup> Violation: 16 days OSS, CA, PC  
2<sup>nd</sup> Violation: RTBFE, CA, PC  
3<sup>rd</sup> Violation: RTBFE, CA, PC  
4<sup>th</sup> 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.

**(16) Possession of a Dangerous or Deadly Weapon (MCE #2620)**

1<sup>st</sup> Violation: 10 days OSS, Confiscation, CA, PC  
2<sup>nd</sup> Violation: 20 days OSS, Confiscation, CA, PC  
3<sup>rd</sup> Violation: Expulsion for remainder of semester  
4<sup>th</sup> Violation: Expulsion for remainder of year, CA, PC  
\*\*\*see (MCE-2620) a. 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.

**(17) Possession or Use of a Firearm (MCE #2620)**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Violations:

No firearms are allowed on campus. Confiscation, one calendar year suspension or expulsion; notification to law enforcement officials; documentation in student's disciplinary record. Fire arms capable of firing a projectile is 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

**(18) Fireworks Possession or discharge**

1<sup>st</sup> violation: 1-3 days ISS or OSS, Confiscation, PC  
2<sup>nd</sup> Violation: 1-6 days OSS, Confiscation, PC  
3<sup>rd</sup> Violation: RTBFE, Confiscation, PC  
4<sup>th</sup> Violation: RTBFE, Confiscation, PC

**(19) Disrespectful Conduct or speech directed toward a staff member**

1<sup>st</sup> Violation: Conference, 1 day detention or ISS, PC, C.ED.  
2<sup>nd</sup> Violation: 1-3 days Detention or ISS, C.ED.  
3<sup>rd</sup> Violation: 1-3 days OSS  
4<sup>th</sup> Violation: 3-6 days OSS  
\*\*\*Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings.

**(20) Fighting-Principal discretion—Aggressor punished more severely**

1<sup>st</sup> Violation: 1-3 days detention or ISS or OSS, PC  
2<sup>nd</sup> Violation: 1-6 days OSS, PC  
3<sup>rd</sup> Violation: 1-10 days OSS, PC  
4<sup>th</sup> Violation: 10 days OSS, RTBFE  
\*\*\*Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

1<sup>st</sup> Violation: Principal/student conference, 1-10 days in-school suspension or 1-10 days out of school suspension  
2<sup>nd</sup> Violation: 10-180 days out-of-school suspension; recommend to board for expulsion

**(22) Bullying- Intimidating another student physically, emotionally, verbally, or sexually**

1<sup>st</sup> Violation: View safe schools video and complete a written report, C.ED., ISS or OSS depending on severity.  
2<sup>nd</sup> Violation: Parents and students come in to view safe schools video and complete written IPP (Individual Pupil Plan) ISS or OSS depending on severity  
3<sup>rd</sup> Violation: Follow IPP (Individual Pupil Plan), C. ED. ISS or OSS depending on severity  
4<sup>th</sup> Violation: ISS or OSS at the discretion of the administration.

**(23) Extortion (MCE #2610)**

1<sup>st</sup> Violation: Conference, PC, C.ED.

2<sup>nd</sup> Violation: ISS, PC, C.ED.,

3<sup>rd</sup> Violation: OSS, PC

4<sup>th</sup> Violation: OSS, RTBFE, PC

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

**(24) Stealing**

1<sup>st</sup> Violation: 1-3 days ISS or OSS, PC, C.ED.

2<sup>nd</sup> Violation: 1-6 days OSS, C.ED.

3<sup>rd</sup> Violation: CA, PC

4<sup>th</sup> Violation: RTFBE, CA, PC

\*\*\*Theft, attempted theft, or willful possession of stolen property.

**Violations Against Property**

**(25) Arson (MCE #2610)**

1<sup>st</sup> Violation: OSS, RTFBE

2<sup>nd</sup> Violation: RTFBE

3<sup>rd</sup> Violation: RTFBE

4<sup>th</sup> Violation: RTFBE

\*\*\*Starting a fire or causing an explosion with the intention to damage property.

**(26) False Arson (MCE #2610)**

1<sup>st</sup> Violation: Conference, detention, ISS, PC

2<sup>nd</sup> Violation: 1-3 days detention or ISS, PC

3<sup>rd</sup> Violation: 1-6 days detention, or ISS

4<sup>th</sup> Violation: 1-6 days OSS, PC

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

**(27) Vandalism (MCE #2610)**

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

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

3<sup>rd</sup> Violation: 1-10 days OSS, CA, PC

4<sup>th</sup> Violation: RTBFE, CA, PC

\*\*\*Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

**(28) Careless Driving**

1<sup>st</sup> Violation: Loss of driving privileges (1 month), PC

2<sup>nd</sup> Violation: Loss of driving privileges (1 semester), PC

3<sup>rd</sup> Violation: Loss of driving privileges permanently, PC

\*\*\*Driving on school property in such a way to endanger persons or property

**(29) Violation of Parking Policy**

1<sup>st</sup> Violation: Warning, 1day detention, loss of driving privileges (1 week), PC

2<sup>nd</sup> Violation: 3 days detention, loss of driving privileges (1-2 weeks), PC

3<sup>rd</sup> Violation: 3 days OSS, Loss of driving privileges 2 weeks to remainder of semester, PC

4<sup>th</sup> Violation: 6 days OSS, Loss of driving privileges, PC

\*\*\*Failure to follow rules as stated in parking policy in student handbook.

**(30) Truancy/Leaving School Without Permission (MCE #2610)**

1<sup>st</sup> Violation: 1-3 day's detention or ISS, PC

2<sup>nd</sup> Violation: 1-6 day's detention or ISS, PC

3<sup>rd</sup> Violation: 1-10 day's detention or ISS

4<sup>th</sup> Violation: 6 days OSS, PC

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

**(31) Tardy (unexcused) to School or Class**

1<sup>st</sup> Violation: No action, Warning

2<sup>nd</sup> Violation: No action, PC

3<sup>rd</sup> Violation: Community Service-3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> tardy 15 minutes each, PC

4<sup>th</sup> Violation: Community Service-6<sup>th</sup> and subsequent 30 minutes each, PC

**Time doubled if not served as assigned**

\*\*\*Once a student is notified of community service, there will be no further reminders. If tardies are not served within two weeks, disciplinary action of Detention or ISS can be assigned.

**(32) Unequipped for Class.**

1<sup>st</sup> Violation: Warning

2<sup>nd</sup> Violation: Warning, PC, C.ED.

3<sup>rd</sup> Violation: 1 day ISS or detention

4<sup>th</sup> Violation: 1 day detention and/or ISS

\*\*\*Lacking Pencils, pens, books, homework, class work, etc.

**(33) Cheating—Including Plagiarism**

1<sup>st</sup> Violation: "0" on activity and reported to Principal

2<sup>nd</sup> Violation: 1 day detention and "0" for activity, PC

3<sup>rd</sup> Violation: 1 day ISS, "F" for grading period, PC

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

**(34) Wireless Devices**

1<sup>st</sup> Violation: Confiscated by teacher staff or administrator. Parent must pick up.

2<sup>nd</sup> Violation: ISS or OSS, Parent must pick up, student not allowed to have any devices remainder of the year.

3<sup>rd</sup> Violation: ISS or OSS, Parent must go the next Board of Education meeting to discuss their child's behavior. Phone will be returned to the parent at the meeting.

**(35) Camera Phones**

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

**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. Principal will use own discretion in such instances.
3. In some cases, corporal punishment may be used in lieu of ISS and OSS.
4. 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. Minimum 2 days O.S.S on second offense. Guardians will be notified immediately and staffing scheduled with guardian for 3:15 p.m. the second day of OSS at discretion of principal. Guardian has to be present before student can return to classes.
3. Days will be assigned at the discretion of the Principal.



4. Student will not be allowed on school grounds during the time between 8:00 a.m. and 3:15 p.m. or to be an active participant in school activities.

### **In-School-Suspension Guidelines:**

1. In School Suspension may be assigned only by the Principal or his representative.
2. Students will be informed prior to the assigned ISS. Parents will be notified either by mail or phone. If deemed necessary, a staffing will be scheduled with the guardian for 3:15 p.m. on the last day of assigned I.S.S. Guardian has to be present before student can return to classes.
3. Days will be assigned at the discretion of the Principal.
4. ISS times will be from 8:15-3:00 on regularly scheduled school days. Students will report directly to the assigned area at 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 for one hour or up to four hours on Saturdays. Parents are expected to provide transportation. Student should be dropped off and picked up at the east doors. Alternatives will include OSS or ISS at the discretion of the principal.
4. Detentions are assigned through the office as to the date and hours which will be served. The notice will be sent home prior to the date. Time begins at 7:00 a.m. on Saturday regardless of the number of hours assigned.

An office representative will remind detention students on Friday. Teachers will be given a list of detention students so assignments can be given to the detention supervisor.

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. Each hour students will be given a bathroom/drink break. 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 due to supervision conflicts will be served another Saturday. If a student does not show up for detention the first offense is doubled time. If the student does not show up for the double detention, parents and the student will meet with the Student Affairs Committee for the first offense; the second offense the parent and student will have to attend the next regular school board meeting and explain their child's absence. The board will decide on the next disciplinary action. If parents do not attend the meeting a plan of action will be developed without parental input. If a situation arises that the student cannot serve the parent prior to the detention date and arrangements made to fulfill the obligation should notify the administration. Detention supervisor is a paid position and open to any certified Sheldon R-VIII staff member who agrees to enforce this policy. It is the responsibility of the supervisor to turn in time to the principal. The supervisor should note on the

supplied list of detention students whether they have served or not and return the list to the high school secretary on Monday morning.

### **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's being suspended from riding the bus or other disciplinary action deemed necessary by the principal.

### **HEALTH SCREENINGS**

The Vernon County Health Department will conduct the athletic physicals for all students planning to participate in high school athletics. Student athletes who are not here for the physicals must arrange at their own cost for a physical exam before practice starts to be eligible to participate in school athletics or cheerleading. The school nurse or health aide will do head lice screenings from time to time; vision and hearing screening for elementary students grades 1, 3, and 5; scoliosis screening for grades 5, 6, 7, and 8; and blood pressure screening of the 9<sup>th</sup> graders. The continued discovery of head lice on the heads of some elementary 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 or nits 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. The child may return the letter signed by the Health Dept. certifying that they are free of lice and nits. They may not return to school until they are lice and nit 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 4<sup>th</sup> time and every time thereafter 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**

Missouri School Law, Section 167 on contagious diseases: "Children with contagious diseases are not to attend school. It is unlawful for any child to attend any of the public schools of this state with afflicted with any contagious or infectious disease, while liable to transmit such disease after having been exposed to it. 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 as physician, and exclude the child from school so long as theirs is any liability

of such disease transmitted by the pupil. If the parent or 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 refuse to have the child examined as herein provided, guilty of a misdemeanor, and upon conviction, shall be punished by a fine of not less the five nor more that one hundred dollars.”

### **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: acetaminophen (Tylenol), ibuprofen (Advil, Motrin), and antacid (Tums, Mylanta), and antacid (Tums, Mylanta). One of these OTC medications may be given once per day per student but for no more than three consecutive days without a physician’s order. 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. Again, these will only be given once per day for no more than three days unless a doctor’s order is supplied. **All morning medication must be administered at home. No morning medication will be given at school. 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. If the student runs out of a medication or refuses to take it, a parent will be notified. 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 his/her medication as prescribed. Cuts and abrasions will be treated with hydrogen peroxide, antibiotic ointment, and bandages. Minor bumps and injury 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.

### **LIBRARY**

The Sheldon High School Library is maintained for use by the students. The library includes such sections as fiction, reference, and non-fiction, and it regularly receives magazines and newspapers. Pupils are encouraged to check books out of the library for limited periods of time, but are expected to pay normal fines for overdue books. Pupils are expected to pay for lost or severely damaged books. A computer workstation with four 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. Greenbush orders are also organized through out the library. The library is equipped with a fax machine. The fax number is 417-884-5331.

### **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.
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, including the bed of pickups, after arriving at school, nor during the school day.
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.

### **WIRELESS POLICY**

Board of Education adopted May 11, 2005

Students shall not send or receive communications to or from wireless devices while on school property during the school day or while participating in an off-campus school sponsored instructional activity. **Sheldon R-VIII School will NOT be responsible for lost, stolen, or broken devices.**

Under this policy, the term “wireless devices” includes cellular phones (whether analog or digital) camera phones, beepers, pagers, text messaging devices and portable computers such as laptops, notebooks, and PDA’s that are used as telecommunication devices. Students must further ensure that their wireless devices are turned off completely and stowed away during school hours (at home or in their car).

Additional Prohibition on Camera Phones—We desire to protect students’ personal privacy while on school property and at school events. Thus, students are prohibited from using camera phones, as well as any other type of wireless device, to take photographs or to record 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 that term is described above) that is used to take or record photographic image. Students who (1) use a camera phone to record photographs or photographic images is 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 who is determined to have violated this policy shall be banned from campus for a period to be determined by the District.

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

In order to insure 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.

### **VISITORS**

Parents are welcome to visit the school at any time. However, parents and all visitors are required to check in at the principal’s office for permission to visit the student and to keep classroom disruption at a minimum. Parents requesting a parent-teacher conference should make

arrangements through the office to insure the teacher's availability.

**Students from other schools are not permitted to visit classes during regular school days.**

### **DRESS CODE MCE #2651**

The Sheldon Student Council, faculty, and administration have established a minimal dress code for grades 7-12. The dress code is applicable to school activities and regular school day. Wearing apparel that is excessively short, excessively tight, or excessively low cut is not appropriate.

Shorts, skirts, and dresses must be at least mid-thigh. **Skirts and shorts must be longer than your fingertips when standing up straight and arms are at your side.** 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. 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 not appropriate. Headgear will not be worn in the building. Any questions regarding appropriateness of attire will be directed to the administration. For example: shirts like Big Johnson's and Coed Naked have been deemed offensive by the faculty and are not to be worn during the school day.

Clothing or accessory items which may disrupt the educational environment; i.e., items which 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.

**Student's who receive a Principal's warning for not following the dress code guidelines and continues to violate the dress code, will not be allowed to wear that type of clothing for the remainder of the school year.**

### **GOOD CITIZENSHIP**

Good Citizenship is a vital element to 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 not had excessive absences, or three tardies, and are selected by the faculty for recognition.

### **VOCATIONAL-TECHNICAL COURSES**

Sheldon Juniors and Seniors who have established good attendance habits, and have maintained a "C" average may be eligible to attend the Area Vocational School at Nevada. The expense of the course work and transportation is borne by the Sheldon Schools.

In years with a low degree of interest by Juniors and Seniors, and/or a district or a student need to meet state advisement standards, then Sophomores and/or students with less than a "C" average may be considered with approval of the administration.

Application to the vocational school is made in the spring for the fall semester. There are a limited number of slots allotted to Sheldon students. Inquiries should be made to the counselor.

### **ON-LINE/CORRESPONDENCE COURSES**

Sheldon Juniors and Seniors, who have maintained a "B" average, may elect to take a high school correspondence course, from the areas of advanced Math, Science, or Foreign Language, through an accredited source. 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.

Students will not be allowed to take a class by correspondence/on-line if the same class is offered at Sheldon.

### **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 26 units of credit, 27 units of credit for the class of 2006, 28 units of credit for the class of 2007) to include the following:
  - 1. Communication skills
    - English (beginning with Class of 2005 English I  
II and III required) 3 units
  - 2. Social Sciences 3 units
    - Including American History and American Gov't
  - 3. Science 3 units
  - 4. Math 3 units
  - 5. Core Elective (for Class of 2002, 2003, and 2004 only) 1 unit
  - 6. Fine Arts 1 unit
    - (Art or Music)
  - 7. Practical Arts 3 units
    - (Ind. Arts, FAC, Vo-Ag, Business, Vo-Tech)
  - 8. Physical Education/Health 1 1/2 P.E./ 1/2
  - 9. Keyboarding or Computers 1 unit
  - 10. *Psy, Soc, Family Living, Parenting, or Child Development* 1/2 unit
  - 11. Electives (may include Community Service) 7 1/2 units
- D. Each student must pass a test over 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.
- E. Beginning with Class of 2006 students must earn 27 credits which include 3 credit in Math and 3 credits in Science, and 6 1/2 credits of Electives. Also, English I, II, and III will be required courses.

\*Students completing 27 units at the end of the 7<sup>th</sup> semester may, upon approval of the Board of Education, be excused the 8<sup>th</sup> semester of attendance if: they score in the third level of MAP 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 vocational school will be enrolled in seven (7) classes per day. Therefore, their requirements are reduced by one elective for each year of successful attendance at Vo-Tech with the Class of 2006 27 credits will be required. 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 11<sup>th</sup> 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 vocational school are expected to abide by the rules of the vocational 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 Vo-tech.

### **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, a student must:

- A. Meet the requirements of eligibility, under Section 8, Article 8 of the MSHSAA regulations.
- B. Have passed at least 2.5 units of credit the previous semester and presently passing 2.5 units of credit the current semester.
- C. Have a physician’s certificate of physical fitness for any sports.
- D. Be present at school at least one half (4 class periods) of the day of any activity.
- E. 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.)
- F. Maintain creditable citizenship standards.
- G. Be enrolled in at least 6 credits.
- H. Have proof of insurance for athletics.
- I. Not be under suspension for disciplinary reasons.
- J. Junior high students must not have failed more than two courses the previous semester.

In addition to these requirements, M.S.H.S.A.A. has regulations governing other areas. It is the student’s responsibility to check before doing anything, which might jeopardize eligibility.

Individual activities have established additional requirements:

Grade checks will be done at the 4 ½ week block of each quarter: \*If a student/athlete is failing any class at the 4 ½ week mark, they will become ineligible immediately for the following 4 ½ week block. Example 1: If a student/athlete has an “F” at the 4 ½ week mark, they will be out until the 9<sup>th</sup> week grade check if the grade is above an “F”.

- A. Extra-curricular activities such as contests (Math, FFA, etc.) and dances will carry the same attendance requirements as other extra-curricular activities.)

### **SHELDON R-8 EXTRACURRICULAR ACTIVITIES CODE**

**Revised by Board of Education 04/13/05**

The Primary purpose of the extracurricular programs at Sheldon Junior/Senior High School is to promote the physical, mental, social, emotional and moral well being of its participants. It is expected that these programs in our district will be a positive force in preparing youth for an enriching and vital role in life.

The Missouri State High School Activities Association (MSHSAA) governs the extracurricular program at Sheldon Junior/Senior High School, including athletics, cheerleading, academic bowl and music. It is open to participation by all students who meet and maintain the eligibility standards of the Sheldon School District and the MSHSAA. Students shall also be under the provisions of this code and any other rules, as established by the head coach/sponsor of the sport/activity. It is the responsibility of each student to know, understand, and follow these established rules and regulations. Other disciplinary action that what is described in these rules and regulations may be assigned as determined by the severity of the infraction.

I. Meet M.H.S.A.A. Academic Requirements 213.0

1. Grades 9<sup>th</sup>-12<sup>th</sup> ---Grades 9-12 must have earned the preceding semester, a minimum of 2.50 units of credit. A beginning 9<sup>th</sup> grade student shall have been promoted from the 8<sup>th</sup> to the 9<sup>th</sup> grade for first semester eligibility.
2. Grades 5<sup>th</sup>-8<sup>th</sup>---A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. Any student who failed **MORE THAN TWO** scheduled subjects shall be ineligible the following semester regardless of promotion to a higher grade. This section shall not apply to students promoted for the first time into the 7<sup>th</sup> grade or into the 9<sup>th</sup> grade prior to the first day classes.

II. Meet Sheldon School Academic Requirements as Follows:

1. Must not have more than one “F” at the 9<sup>th</sup> week (1/4) or semester.
- \*2. At the 9<sup>th</sup> week (1/4) and semester:
  - a. Must have a G.P.A. of 1.0 in Core Area
  - b. Must have a G.P.A. of 2.0 OverallNOTE: All grades computed on 4.0 Grade Scale.
3. At the 4½ -week (progress report) mark, if a student/athlete has a “D” or an “F”, they would go on academic probation with mandatory tutoring, Study Hall with coaches before school (minimum of 15 minutes) and at lunch (minimum 15 minutes) for the remainder of the 9 weeks (1/4) at such time they must meet eligibility requirements.
4. All other MSHSAA rules shall apply.

I. Attendance

- A) The student/athlete shall attend half a school day’s classes on the day of the contest except when excused by the school administrator.
- B) Truancy or skipping class will result in:
  1. First Offense: disciplinary action against student athlete and notification of the parent
  2. Second Offense: suspension for the remainder of the season.

- II.
- A) Use of alcohol and/or illegal drugs on school property during a school activity will result in suspension from all extracurricular activities for 365 days.
  - B) Any other use of alcohol and/or illegal drugs during the school year shall result in:
    1. First Offense: the athlete will be suspended from the squad for 10 days
    2. Second Offense: the athlete will be suspended from the Sheldon R-8 activities program for 365 days
  - C) Any use or possession of tobacco in any form will result in:
    - 1.First Offense: the athlete will be suspended for 5 days
    - 2.Second Offense: removal from the team for the team for remainder of the season
  - D) Any theft, vandalism, civil law infraction, felony, or conduct unbecoming a good



citizen, will result in:

1. First Offense: the athlete will be suspended from the squad for a minimum of ten days
  2. Second Offense: the athlete will be suspended for 365 days
- E) Any conduct, which results in regular school discipline, will be referred to the head coach for counseling.
1. No student/athlete will participate in any activity while they are serving an out-of school suspension
  2. Discipline for receiving a “pink slip” is up to the discretion of administration.
- F) Hazing and/or Harassment—any conduct which is appropriate touching or other physical contact that can be described as harassment and/or hazing before, during, following a practice and or game will result in:
1. First Offense: the student/athlete will be suspended from the squad for a period of 10 days
  2. Second Offense: the student/athlete will be suspended from the squad for the remainder of the semester
- G) Before any penalty is applied, the head coach of the alleged violation will advise the student/athlete. They will then have the opportunity to present their explanation.
1. The student/athlete and their parents may meet with the head coach, athletic director, and principal to appeal any penalties as applied by the Sheldon R-8 Activity Code.

### III. Conduct of Activity Participant

- A) Any display of unsportsmanship like conduct between an opponent, coach, official, or fan (including profanity) during a contest or practice will result in:
1. First Offense: suspension for 1 contest
  2. Second Offense: suspension for the remainder of the season
- B) No student/athlete may quit one sport and participate (practice or compete) in another without the written consent of both head coaches of the sports involved.
- C) Unexcused absence for a scheduled practice may result in:
1. First Offense: suspension for 1 contest
  2. Second Offense: suspension for the remainder of the season
- D) Unexcused absence from a scheduled contest will result in suspension for the remainder of the season.
- E) Completion of the sports season is required for any athlete to be eligible for a letter award, individual or team awards or recognition. The only exception will be when an injury limits participation. It does not matter whether the student/athlete left the team voluntarily or involuntarily.

### IV. All students/athletes will travel to and from contests, not conducted in Sheldon, in transportation provided by the Sheldon R-8 School District. Exceptions are as follows:

- A) If a participant is injured requiring alternate transportation
- B) Participant's parent/guardian may sign their student/athlete out with the head coach after the contest is completed. Students/athletes may ride home **ONLY** with their parents. No exceptions!

### VI. Uniforms provided by the Sheldon R-8 School District are property of the Sheldon R-8 School District, and shall not be altered and/or worn except during a scheduled contest or activity without the consent of the Head Coach/Sponsor. Damages beyond normal wear to the uniform will be billed to the student participant and his/her parents.

### VII. All participants must follow state guidelines in the areas of transfer, physical

examinations, insurance coverage, et. al.

### **GRADING SYSTEM**

An A, B, C, D, or F grading system is used at Sheldon High School. An “A”, representing excellent work; “B”, above average work; “C” average work; “D”, below average work; “F”, failing or unacceptable work. 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. Map retakes must be passed. Failure to do so may result in retaking it again or additional classes in the core area that is deficient must be taken.

### **MAP (Missouri Assessment Program)**

MAP testing will be given at: Grade 3 : Science and Communication Arts

Grade 4 : Math and Social Studies

Grade 7 : Science and Communication Arts

Grade 8 : Math and Social Studies

Grade 10: Math and Science

Grade 11: Social Studies and Communication Arts

1. Anyone scoring in Step I will be required to take an additional class in that subject area.
2. Scholarship: MAP scores will be identified on scholarship applications.
3. Early graduation will only be considered if a student is scoring at Step III or above.

### **MANDATORY TUTORING**

**Time will be doubled if not served as assigned.** This intervention strategy has been enacted into policy to address all grades below a C-. Attendance for tutoring can be required for all students having a grade below a C-, in core or non-core classes, at the end of each grading period. The school will provide tutoring for each of the four core classes (Math, English, Social Studies, and Science). If a student has more than one grade below this level he/she can be assigned to more than one night of tutoring at the discretion of the principal. Should a student fail to attend assigned tutoring the principal can follow the same school policy dealing with failure to attend detention or be assigned ISS at the discretion of the Principal. This time can be served during lunchtime or as ISS. Non-compliance will become a disciplinary issue.

### **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 basics, (language, social studies, math or science) and six semester 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. A student cannot fail **same** class both semesters.

### **INCOMING STUDENTS**

Home-schooled student who transfers in must present verification of work and log. A proficiency test will be administered to determine placement.

## **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 1<sup>st</sup> moneymaking project will pay a prorated amount for each missed project in order to be eligible for the senior trip. This excludes summer projects. Seniors that are in attendance both semesters or enroll during the year that miss any one class more than 10 times during one semester, or that miss enough hours to total 10 days during one semester will not be eligible to participate in the senior trip unless the excess absences are due to permissible extenuating circumstances. The determination that absences are the result of permissible extenuating circumstances is to be made by a committee comprised of staff members appointed by the principal. Extenuating circumstances may include the following: absences due to illness which requires hospitalization or quarantine, extreme family emergency or hardship, illness which requires bed rest when confirmed by the signature of attending physician, or visits to doctors which must be scheduled during school hours as confirmed by physician. NOTE: Extenuating circumstances will not be considered if the student has 5 unexcused unnecessary or frivolous absences. If the student desires a waiver for excess absences, the senior involved must provide proof of the nature of such absences to the committee. The committee has the right to request additional documentation when appropriate. Students/parents who disagree with the committee's ruling will be invited to address the committee with additional information. Seniors that are in danger of losing their privileges will be advised of this by way of note on the bottom of the absentee sheets, which are sent home after the 9<sup>th</sup> absence.

A senior may visit up to three campuses or institutions of higher education, which will be considered school, sponsored activities and not counted as absences if proof of attendance is returned to SHS. 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 26 credit hours required for graduation will be responsible for all cost 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 receive their diploma until these are met.

## **HONOR ROLL**

There are three honor rolls calculated after each term at Sheldon High School. The Excellent Honor Roll is made up of students whose quarterly grade point average is 3.64 with no grade less than a "B". The Superior Honor Roll is made up of students with a quarterly grade point average of 2.8 with no grade less than a "B". The Honorable Mention Honor Roll is made up of students with a quarterly grade point average of 2.8 with only one "C".

## **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.....	4 credits
Junior .....	12 credits
Senior.....	18 credits

## **GRADUATION HONORS**

### **VALEDICTORIAN:**

The student who will have attended three semesters at Sheldon High School by the end of the 8<sup>th</sup> semester, and who will complete at least 26 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 8<sup>th</sup> semester, and who will have completed at least 26 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.

### **COLLEGE PREPARATORY STUDIES CERTIFICATE:**

Students who have a 3.0 grade point average after their 7<sup>th</sup> semester and who have completed the requirements listed below will be awarded a “College Preparatory Studies Certificate” at graduation.

1. Score above the national average on the ACT or SAT.
2. Complete a strong academic program to include the following:
  - a. English 4 units
  - b. Math 3 units
  - c. Science (two of which are Chemistry I, II and Physics) 3 units
  - d. Social Studies (two units above American History) 3 units
  - e. Foreign Language and/or additional units from advanced courses listed above 3 units

**GRADUATING WITH HONORS:** This recognition will be given to the members of the graduating class who will graduate with a grade point average of 3.5 or better.

### **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.

- |                               |                        |
|-------------------------------|------------------------|
| 1. English                    | 4. Business            |
| a. College Prep English       | a. Business Tech II    |
| b. Foreign Language II        | b. Accounting II & III |
| 2. Math                       | 5. Social Studies      |
| a. Calculus                   | a. Geography           |
| b. Trig                       | b. World History       |
| c. Pre-Calculus/Math Analysis |                        |
| d. Algebra II                 |                        |
| 3. Science                    |                        |
| a. Chemistry I & II           |                        |
| b. Physics                    |                        |
| c. Biology II                 |                        |

### CLASS RANK

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

Each course grade is given the following numerical value:

<u>PERCENT GRADE</u>	<u>LETTER GRADE</u>	<u>HONOR POINTS</u>
94-100	A	11
90-93	A-	10
87-89	B+	9
84-86	B	8
80-83	B-	7
77-79	C+	6
74-76	C	5
70-73	C-	4
67-69	D+	3
64-66	D	2
60-63	D-	1
59 or less	F	0

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.

### 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, it is the policy of Sheldon R-VIII that no student is to 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 is in violation of section 195.211. **Distribution or delivery of a controlled substance in or 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)

### 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 - 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 districts' Title IX Section 504 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 agreement is not reached by step 5, seek legal advice.

### **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 2<sup>nd</sup> Wednesday 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, Mrs. Phyllis Sprenkle, P O Box 68, Sheldon MO 64784

### **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAM**

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's School Act (IASA).

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated,

misapplied, or misinterpreted by school district personnel or by Department personnel. A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

#### Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

#### What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

#### How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

A question about local school district policies, rules or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

#### How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the

What other recourse is available in resolving complaints?

In some circumstances complainants may have additional recourse in the courts or through the Administrative Hearing Commission.

**POLICY ON PRIVACY OF INFORMATION**

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.

Sheldon School District R-VIII

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

This is to advise you that pursuant to the Federal "Family Educational Rights and Privacy Act of 1974" (FERPA), and its implementing regulations, as well as District policy and regulation parents/guardians or students under 18 years of age and students over 18 years of age ("eligible students") are entitled to certain rights with respect to a student's education records. These rights are set forth below:

1. Parents/Guardians and eligible students have a right to inspect and review the student's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the student and are maintained by the District or by a person acting for the District. A parent/guardian or an eligible student shall make a request for access to that student's education records, in writing to the Building Principal of the school at which the student is, or was last, in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.
2. Parent(s)/guardian(s) and eligible students are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to ask for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Parents/guardians and eligible students are also entitled to notice of any decision by the District not to amend a student's education records as requested by the parent/guardian or eligible student, and of their right to a hearing regarding the District's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the Superintendent of Schools.
3. Parents/guardians and eligible students have a right that student education records, and any material contained therein which is personally identifiable, are confidential and may not be



released or made available to persons other than parents/guardians or eligible students without the prior written consent of such parents/guardians or eligible students except:

- a. as directory information unless the parent/guardian or eligible student objects by October 1 of each school year. District student directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student. Parents/guardians and eligible students may refuse to let the District designate any or all of the above information about the student as directory information,
  - b. to another school district in which a student seeks to enroll or intends to enroll, upon request by such district;
  - c. to individuals employed by the District either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the District has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records. A legitimate educational need for any of these individuals to access a student's records without prior written consent of a parent/guardian or eligible student will be deemed to exist only when it can be shown that such access and disclosure is necessary for any such individual to fulfill his/her professional responsibilities, or
  - d. as otherwise expressly permitted by law.
4. Parents/guardians and eligible students have a right to obtain a copy of the district's policy and accompanying-regulation pertaining to the confidentiality of student education records. A copy of said policy and regulation may be obtained from the Building Principal of the school at which the student is, or was last, in attendance.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the District to comply with the requirements of FERPA, you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

SUPERINTENDENT OF SCHOOLS



