

**2012-2013**

Revised 2012

**STUDENT HANDBOOK**

**SHELDON R-VIII  
SCHOOL**

**GRADES K-12**

**"HOME OF THE PANTHERS"**

## **TABLE OF CONTENTS**

PAGE	
03	Educational Philosophy/School District Mission Statement, Professional Learning Community Vision Statement
04	Letter to Parents, Board of Education, Administrators
05	Faculty and Staff
06	Activity Schedule
06-07	Elementary School Supply List, Rules and Regulations, Parent Conferences, Elementary Attendance Policy
07	Age Entrance, High School Attendance Policy
08	Arrival/Departure at School, Doors Locked for Safety Reasons, Illness or Accident at School
9	Immunizations, Lockers/Books, Search of Bags and Cars, Assemblies, Telephone Usage, Discipline Policy, Student Behavior Code
10	Parent/Adult Behavior Code
11-17	Students Disciplinary Code, Out of School/In School Suspension
18	Bus Rules, Health Screenings, Communicable Diseases
19	Medication and First Aide, Emergency Information
20	Library, Parking Policy, Acceptable Use Policy
21	Student Publishing Guidelines
22	Wireless Policy Prohibition Against Firearms and Weapons,
23	Earth Quake, Bus Evacuation, Visitors, Dress Code, Good Citizen
24-25	Vocational-Technical Courses. On-Line/Correspondence Courses, High School Graduation Requirements
26	Extra-Class Activities, Grading System
27	MAP Assessment, Panther Hour, Procedure for Elementary Retention
28	Title I Reading Retention Policy, Junior High Retention Policy, Incoming Students, Senior Status, Honor Roll, Projected Graduation Status
29	Graduation Honors, Honors Classes, Class Rank, Policy on Drugs
30	Non Discrimination Policy, Grievance Procedure
31	Student-Teacher Grievance Policy, Board of Education Meeting, Public School Compliance Plan
32	Policy on Privacy, Student Directory Information, DESE's Title IX Coordinator, FERPA
33-35	No Child Left Behind Complaint Procedure

### **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 educational program.

### **SHELDON R-VIII PROFESSIONAL LEARNING 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 works 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, 100 E. Gene Lathrop Drive, Phone 884-5111 or 5113, or in person if there is an unresolved issue or problem which involves your child/children.

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

Sincerely,  
Mr. Tim Judd  
Superintendent

### **BOARD OF EDUCATION**

Mrs. Marlene Moran-President  
Mrs. Julie Casey-Vice President  
Mrs. Michelle Claflin  
Mr. Sam Castlebury-Treasurer

Mr. Gene Leininger  
Mr. Jerod Lamb  
Mr. Bill Nance

### **ADMINISTRATORS**

Mr. Tim Judd.....Superintendent  
Mr. Jason Irwin.....Principal  
Mrs. Carolyn Compton.....Assistant Principal

### **SHELDON R-8 SCHOOL FACULTY**

Mr. Tyler Shouse	Science
Mrs. Debbie Metcalf	FACS
Ms. Suzanne Kirbey	4 <sup>th</sup> Grade
Mrs. Amanda Breckenridge	6 <sup>th</sup> Grade
Mr. Briant Baker	VoAg
Mr. Tyler Judd	P.E./Health
Mrs. Christy Lockard	Business
Ms. Donita James	Reading Specialist
Mrs. Jolene Standley	1 <sup>st</sup> Grade

<b>Ms. Melody Smith</b>	English 7-10/Spanish
Mrs. Eileen Leininger	Social Studies
Ms. Rickie Garr	Art/English 11-12
Mrs. Jennifer Kimbrough	Special Programs
Mrs. Pamela Carrier	Special Programs
Mrs. Holly McCaslin	High School Math
	Junior High Math
<b>Ms. Kim Shroyer</b>	2 <sup>nd</sup> Grade
Ms. Sara Sears	3 <sup>rd</sup> Grade
Mrs. Sandy Satterlee	Title 1 Math
Mrs. Synthia Edwards	Kindergarten
Mrs. Jackie Allen	5 <sup>th</sup> Grade
Mrs. Heather Bandy	Preschool
Mrs. Christy Worsley	Library Media Specialist
Mr. Bob Cochran	Band
Mr. Phil Holdeman	Vocal
Mr. J.W. Lantrip	Counselor

### **SHELDON R-VIII STAFF**

Supt's Secretary/Clerical	Mrs. Audra Spencer
Bookkeeper	Mrs. Jenny Laning
Principal's Secretary	Mrs. Vicki Jadlot
Nurse	Mrs. Emily Robinson
Custodian	Mr. Jesse Taylor
Maintenance	Mr. Joe Jadlot
Cooks	Mrs. Rachel Hart/Mrs. Candi Belew
Kitchen Help	Mrs. Diane Ferrell
<b>Paraprofessional</b>	Mrs. Kelly Fowler
Preschool Para	Mrs. Lisha Lamb

### **ACTIVITY SCHEDULE**

Mrs. Metcalf/Mr. Irwin	12 <sup>th</sup> Grade
	11 <sup>th</sup> Grade
Mr. Tyler Shouse	10 <sup>th</sup> Grade
Mrs. Lockard	9 <sup>th</sup> Grade
Mrs. McCaslin	8 <sup>th</sup> Grade
Mrs. Worsley	7 <sup>th</sup> Grade
Mr. Jason Irwin	Athletic Director
Mrs. Lockard	Yearbook, Future Business
	Leaders of America (FBLA), National Honor Society
Mr. Cochran	Band
Mr. Harper	FFA
Mrs. Breckenridge	Student Council
Mrs. Leininger	Enrichment
Mrs. McCaslin	FCA

## **Sheldon R-VIII School Supply List 2012-13**

**\*\*\*\*High School Math students need a Scientific Calculator and Book Cover**

### **SHELDON R-VIII RULES, REGULATIONS, AND POLICIES**

This Student Handbook contains many of the rules, regulations and policies concerning Sheldon R-VIII students, grades K-12. Other policies concerning students are in the MUSIC manual and other policy manuals. These manuals are in each 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.

### **PARENT CONFERENCES**

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

Fall parent conferences are scheduled for Oct. 26<sup>th</sup> from 2:00-6:00 p.m. and Oct 27<sup>th</sup> 4:00-8:00 p.m. Spring conferences are March 14<sup>th</sup> from 2:00-6:00 and March 15<sup>th</sup> 4:00-8:00 p.m. Report cards will be sent home a week after each quarter ends.

### **ELEMENTARY ATTENDANCE POLICY-MCE 2300**

The Sheldon R-VIII School Staff asks that parents encourage students in regular and punctual attendance. Regular attendance at school is necessary in order for a student to succeed in the classroom and that (s)he learns to be responsible both in school and later at work. Tardiness to class interferes with learning activities and encourages careless habits.

The State of Missouri requires that the principal report students with excessive absences to the Vernon County juvenile officer as being truant/educational neglect. Reporting will occur after 8 days absent.

If it is necessary for a student to be absent, (s)he should return to school with a note to the office, from a parent or doctor and be prepared to make up any missed class work. The Sheldon R-VIII Board of Education deems the following reasons to be considered excusable:

- A. illness of the student
- B. a family funeral
- C. a professional health appointment, for a reasonable amount of time that cannot be scheduled outside of school hours.
- D. a family function, with prior approval of the principal and teachers
- E. a serious family illness

In the event a student misses more than 8 days/semester, Family Services and/or the Juvenile Officer will be contacted.

### **INFORMATION FOR ENTERING SCHOOL**

#### **AGE OF ENTRANCE-MCE 2210**

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

## **ATTENDANCE POLICY MCE#2310**

Regular and punctual attendance is a must to receive full benefits of educational offerings. Educational research mandates that effective teaching and learning strategies require student attendance and participation. School attendance is also a factor that employers consider as important as good academic performance.

In order to be consistent with society, the world of work, and due process, Sheldon R-VIII School District has implemented the following attendance policy.

### **ELEMENTARY STUDENTS AND MIDDLE SCHOOL STUDENTS**

A student shall be allowed **sixteen (16)** unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

### **HIGH SCHOOL STUDENTS**

**Students will be allowed 8 days per semester to take care of minor sickness, doctor/dentist appointments, short vacations, or any other personal needs or responsibilities. After accumulating more than 8 (eight) absences from any class in a semester, the student will not receive credit for the course.**

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program. The Board Policy is as follows:

1. After accumulating more than (8) absences from any class in a semester, the student will not receive credit for the course.
2. Excused absences are as follows: Doctor/Dental appointments (**note from the doctor/dentist office must be brought to school when the student returns**), illness (school must be contacted by phone and followed up by a written note from the parent), funerals, court appearances, and driver's license test (1 time only), and college visits (2 days--seniors only). All notes and verification for excused absences must be taken care of within 48 hours or the absence will become unexcused.
3. Students granted excused absences for the reasons listed above shall be allowed to make up any work, which is missed. Absences for any reason other than listed, are considered unexcused. An unexcused absence means that the student will not be given the opportunity to make up the work.
4. A note or phone call from the parent will be required after each absence to insure that parents are aware of the time missed and to determine whether the absence is verified to be presented to the Attendance Committee. Definition of verification: absence(s) where parent/guardian corresponds with the school to identify that the student was absent with permission by calling on the day of the emergency absence or sending a note when the student returns. Definition of unverified: absence(s) where no arrangements were made on the day of the emergency absence, or no note was submitted when the student returned to school.
5. School sponsored activities are exempt from the total number of absences.
6. In case of serious accident, extended illness, or other emergency situations, an extension may be granted if the parents/guardians request the extension prior to the accumulation of the excess absences.
7. Parents will be informed by letter after the 3<sup>rd</sup> absence, 5<sup>th</sup> absence, and 7<sup>th</sup> absence in the semester. (Certified letters will be sent after the 5<sup>th</sup> and 7<sup>th</sup> absence).
8. An appeals committee will be available for any student who exceeds the 8-day limit and feels that extenuating circumstances were present. The committee will be comprised of the Principal, Building Counselor, one school board member and two teachers appointed by the Principal. In order to address extenuating circumstances and afford due process, the attendance committee will meet at the end of each semester or as needed with parents/guardians, and/or students who have accumulated 5 or more absences. At that

time the student and parent or guardian will present to the committee any conditions that might be justifiable reason for any excessive absences. Final appeal may be made to the superintendent and school board.

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

The east and west doors will not be opened until 7:45 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 7:45 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.

#### **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. **Students may only display items on the outside of lockers that have been approved by the principal.**

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

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

### **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. Please make plans with your child before school; excessive usage of the phone will be prohibited.**

### **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
2. Short term removal from class
3. Loss of class credit
4. Loss of extra-curricular privileges
5. Loss of driving privileges
6. Repayment of damages
7. Detention
8. In/Out-of-School Suspension
9. Corporal punishment
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.)

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 appropriate by the principal

## **SHELDON R-VIII SCHOOL** **DISCIPLINARY CODE FOR STUDENTS**

**Maximum Penalties - Principal may modify depending on severity and frequency of the offense.**

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

Principal and/or Superintendent may reduce 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.

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

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

**Note: Parents and/or authorities will be contacted when 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., 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: 1-3 days detention or ISS or PC/C.ED.

2<sup>nd</sup> Violation: 1-6 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 and PC

2<sup>nd</sup> Violation: 1-6 days detention or ISS and 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) Threatening Language (MCE # 2610)**

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

1<sup>st</sup> Violation: 1-10 days ISS or OSS, PC, CA

2<sup>nd</sup> Violation: 1-10 days OSS, PC, CA

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

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

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

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

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.

**(8) 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> Notice of Concern to Parents. Thereafter: Warning or 1-5 days off of bus depending on severity and PC

2<sup>nd</sup> Violation: 1-5 days off of bus, PC

3<sup>rd</sup> Violation: 3-10 days off of bus, PC

4<sup>th</sup> Violation: Up to 30 days off of bus, PC

5<sup>th</sup> Violation: Remainder of the year, PC.

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

1<sup>st</sup> Violation: Change of clothing

2<sup>nd</sup> Violation: PC and change of clothing.

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

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

Tobacco Products Use and/or Possession

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

2<sup>nd</sup> Violation: 1-3 days OSS, Confiscation, PC, contact SRO

3<sup>rd</sup> Violation: 3-5 days OSS, Confiscation, PC, contact SRO

4<sup>th</sup> Violation: 5-10 days OSS, Confiscation, PC, contact SRO

\*\*\*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.

**(11) 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.

**(12) Alcohol/Drugs, Smell, Possession (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

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

**(13) Violations against Persons – Harassment (MCE # 2130)**

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

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

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

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

**(14) Sexual Harassment (MCE #2130)**

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

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

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

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

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

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

1<sup>st</sup> Violation: 10-180 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 including written notes and technological communications. Sheldon R-VIII will follow the Safe Schools Act. Refer to Sheldon's BOE policy.

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

1<sup>st</sup> Violation: 10-180 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.

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

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

No firearms are allowed on campus. Confiscation, one calendar year suspension or expulsion; notification to law enforcement officials; documentation in student's disciplinary record. 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

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

**(18) Fireworks Possession or discharge (MCE #2610)**

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 (MCE #2610)**

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

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

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

4<sup>th</sup> Violation: 3-6 days OSS, PC

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

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

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

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

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

4<sup>th</sup> Violation: 10 days OSS, PC, RTBFE

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

**(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- Pretend Hit or Intimidating another student physically, emotionally, verbally, or sexually**

1<sup>st</sup> Violation: View safe schools video and complete a written report, PC, 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, Contact SRO and/or Juvenile

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, PC

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

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

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

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

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

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

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

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

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

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

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

2<sup>nd</sup> Violation: 1-6 days ISS, PC

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

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. Student will be held responsible for damages.

**(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, loss of driving privileges (1 week), PC

2<sup>nd</sup> Violation: Warning with Parent Contact

3<sup>rd</sup> Violation: Loss of driving privileges 2 weeks, PC

4<sup>th</sup> Violation: Two weeks to remainder of semester, PC

\*\*\*Failure to follow rules as stated in parking policy in student handbook. Further incidents parking pass revoked.

**(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, CA

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

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

\*\*\*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: Teacher Warning  
3<sup>rd</sup> Violation: Detention after School, 1 day, PC  
4<sup>th</sup> Violation: Detention after School, 2 days, PC  
5<sup>th</sup> Violation: ISS, 1 day, PC  
Violation per class, per semester.

### **(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. 1 day ISS.  
2<sup>nd</sup> Violation: OSS, Parent must pick up.  
3<sup>rd</sup> Violation: OSS, Parent must pick up. Student not allowed to have any devices remainder of the year.

### **(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. Character Education services will be used deemed appropriate by the principal
5. Students attending Vocational-Technical school and suspended at either place will considered suspended from both.

#### **Out-of-School-Suspension Guidelines:**

1. Only the Principal or a representative may assign out-of-School-Suspension.
2. Guardians will be notified immediately and staffing scheduled with guardian for 3:15 p.m. the conclusion 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 3:18 p.m. or to be an active participant in school activities or attend a school activity unless accompanied by parent.

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

1. In School Suspension may be assigned only by the Principal or his representative.
2. If deemed necessary, a staffing will be scheduled with the guardian for 3:18 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. Students will be informed prior to the assigned ISS. Parents will be notified either by mail or phone.
4. ISS times will be from 8:05-3:18 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. Parents are expected to provide transportation. Alternatives will include OSS or ISS at the discretion of the principal.
4. Missed detentions will result in additional detentions or ISS to be determined by the principal.

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

If a situation arises that the student cannot serve the parent should notify the administration prior to the detention date and arrangements made to fulfill the obligation should notify the administration. 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 principal.

**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 **must** 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 (MCE Policy #2860)**

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

### **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). 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 or over the counter medication after 2:30.** 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.

### **EMERGENCY INFORMATION**

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

### **LIBRARY**

The Sheldon Elementary and High School Library is maintained for use by the students. The library includes such sections as fiction, reference, and non-fiction, 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 after arriving at school, or during the school day including the bed of pickups.
4. Cars will remain parked during the school day unless a student has permission from the principal to drive off the parking lot.
5. Students are not to block other cars or double park.

6. Students entering or leaving the school grounds are to drive in a careful and prudent manner and at a minimum noise level. Teachers and administration will determine what is careful and prudent.
7. Unlicensed vehicles of any type are not to be on school property at any time.
8. Students are not allowed in the parking lot during lunch.

### **Sheldon R-VIII Acceptable Use Policy**

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

1. I understand the use of E-mail/Internet is a privilege, which may be revoked by teachers and district administrators at any time for abusive conduct. Abusive conduct includes, but not limited to being obscene, abusive, threatening, defamatory, using profanity, intentionally posting inaccurate information, or committing illegal activities.
2. I understand the Internet is established for a limited educational purpose. This includes class-related activities or professional development activities, and limited high-quality self-discovery.
3. I understand that users of the Internet will not use their account to obtain, view, download or otherwise gain access to objectionable materials including pornography and unlawful information.
4. I will not use the Internet for commercial use or political lobbying.
5. I will treat all material on the Internet as if it is under copyright law.
6. I will **not** download any software or modify any programs without authorization.
7. I understand the school computers are not my personal property and therefore will be treated with extreme care respect. Intentional modifications of computer systems will be considered an equal violation and result in suspension of total computer privileges for a specified period of time.
8. I understand that I am not to share or disclose my personal password to others. Violation of this will result in loss of computer privileges.
9. I understand that if I violate any of these agreements, I may be suspended of my on-line privileges and disciplined according to the school district's policy and appropriate legal authorities will be contacted of any illegal activity.
10. As a parent/guardian, I understand that if my child violates any of the rules, he/she may be disciplined according to the school district's policy, and appropriate legal authorities will be contacted of any illegal activities.
11. **Consequences:**
  - 1<sup>st</sup> offense – suspension of on-line privileges, including all programs, until teacher and administrator meet with parents.
  - 2<sup>nd</sup> offense – suspension of on-line privileges for the remainder of the school year.

Total computer privileges will be suspended for abuses of computer

### **Sheldon R-VIII School District Student Publishing Guidelines**

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

We would like to include photographs and work by our students on our website, newspaper and on display. Our website is an easy way to access information about

the school and school policies. It includes contact information for all staff members, the school activity calendar, the breakfast and lunch menus, and information from the administrators, classrooms, counselor, library, nurse, PAT, etc.

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

For more information, please Mr. Tim Judd, Mr. Jason Irwin or Mrs. Carolyn Compton at 417-884-5111. An online version of this document is available on the website under district information.

### **Sheldon R-VIII School District Web Publishing Guidelines**

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

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

### **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.

### **Prohibition Against Firearms and Weapons MCE #1432**

#### **Policy Adopted June 2007**

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

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

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

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

### **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 K-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. **Shorts, Jeans, etc. cannot have holes above mid-thigh.** The principal shall make the final determination. All shirts and blouses must be long enough to be tucked in at the waist—**NO** bare midriffs. There will be **NO** shirts with large armholes that would show waistline skin or undergarments. **NO** one shoulder strap or spaghetti strap tops. 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.

### **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 had 95% attendance rate, no more than 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 Lamar. 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 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)	4 units
2. Social Sciences	3 units
Including American History and American Gov't.	
3. Science (Biology)	3 units
4. Math (Algebra I)	3 units
5. Core Elective	1 unit
6. Fine Arts	1 unit
(Art or Music)	
7. Practical Arts	2 units
(Ind. Arts, FACS, Vo-Ag, Business, Vo-Tech)	
8. Physical Education/Health	1.5 PE/.5
9. Keyboarding or Computers	1 unit
10. Psy, Soc, Family Living, Parenting, or Child Development, Leadership and Personal Finance	.5 unit
11. Electives (may include Community Service)	7.5 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.

\*Students completing 28 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. 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. Practicum's 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, as a student must:

- A. Meet the requirements of eligibility, under Section 8, Article 8 of the MSHSAA regulations.
- B. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- C. For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- D. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- E. Have a physician's certificate of physical fitness for any sports.
- F. Be present at school at least one half (4 class periods) of the day of any activity.
- G. 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.)
- H. Maintain creditable citizenship standards.
- I. Be enrolled in at least 6 credits.
- J. Have proof of insurance for athletics.
- K. Not be under suspension for disciplinary reasons.
- L. Junior High student must not have failed more than two courses the previous semester.

Co-curricular activities, such as contests (Math, FFA, etc.) and dances will carry the same attendance requirements as extra-curricular activities. Refer to Athletic Handbooks/contracts for athletic code of conduct.

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

### **GRADING SYSTEM**

A 4.0 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. 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 : Math and Communication Arts  
Grade 4 : Math and Communication Arts  
Grade 5 : Science, Communication Arts and Math  
Grade 6 : Math and Communication Arts  
Grade 7: Math and Communication Arts  
Grade 8: Math and Communication Arts

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

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

### **PANTHER HOUR**

During 8<sup>th</sup> hour student's will be working on homework, enrichment or tutoring during this time according to academic performance needs. This tutoring time will replace after school tutoring and after school time will be reserved for detention.

### **Procedure for Elementary Retention (K-6)** **Revised 2003**

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

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

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

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

can include stipulations to promotion. (Example: will be retained unless the following is accomplished). (REMOVE)

**Attendance:** Poor Attendance will require summer school or summer remedial classes.

**Retention Year:** When a child has been retained the same monitoring system will be in place as the year retention was decided. A plan of promotion will be developed so the student can be successful. If the child is failing the following alternatives will be considered: coordinated efforts with DFS and Juvenile Office, after school or Saturday tutoring, special services and any other at-risk program.

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

In compliance with the federal "No Child Left Behind" legislation and State Senate Bill 319, the Sheldon R-VIII School District has enacted and approved the following "Reading Retention Plan." All pre- and post-assessment measures used to track reading ability (STAR test, AIMSWEB), MAP test and the Terra Nova test) are hereby combined and results will be used collectively to determine reading level and initiate mandatory retention as appropriate as outlined below:

- Students in third grade identified as reading more than one grade level below current placement will be placed in a Reading Improvement Plan (RIP).
- Students in fourth grade who continue to read below third grade level after extensive compensatory efforts and intensive reading concentration in after-school programs, summer school, and home activities will be retained in the fourth grade level once.
- A notation will be placed in the permanent records of sixth grade students that continue to read more than one level below grade placement by the end of their sixth grade year. The note will be removed as soon as the student reaches his/her appropriate reading level.

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

### **JUNIOR HIGH SCHOOL RETENTION POLICY**

Every junior high school student must pass twelve semester credits during the school year. Of these, at least six must be in the basics, (language, social studies, math or science) and six semesters credits in any subject. The administration reserves the right to make exceptions if retention is not in the best interest of the student. Junior high students must pass three out of four core classes in each semester to be promoted. 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> money making project will pay a prorated amount for each missed project in order to be eligible for the senior trip. This excludes summer projects. Seniors who exceed the attendance policy are ineligible to participate in the senior trip.

College visits are excused only when with a note from the college visited. The school encourages seniors to be accompanied by their parents when touring a campus. The counselor may be able to help you prepare for your visit by suggesting questions you may want to ask. Students who need correspondence courses to meet the 28 credit hours required for graduation will be responsible for all 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 two honor rolls calculated after each term at Sheldon High School. The Superior Honor Roll is made up of students whose quarterly grade point average is 3.5-4.0. The Honorable Mention Honor Roll is made up of students with a quarterly grade point average of 3.0-3.4 with no D's or F's.

### **PROJECTED GRADUATION STATUS**

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

Sophomore.....	7 credits
Junior .....	14 credits
Senior .....	21 credits

### **GRADUATION HONORS**

#### **VALEDICTORIAN:**

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

#### **SALUTATORIAN:**

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

#### **CO-VALEDICTORIAN AND CO-SALUTATORIAN:**

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

third ranked students have grade point averages with a difference of .005 or less.

**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.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. English           <ol style="list-style-type: none"> <li>a. College Prep English</li> <li>b. Foreign Language II</li> </ol> </li> <li>2. Math           <ol style="list-style-type: none"> <li>a. Calculus</li> <li>b. Trig</li> <li>c. Pre-Calculus/<br/>Math Analysis</li> <li>d. Algebra II</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>3. Science           <ol style="list-style-type: none"> <li>a. Chemistry I &amp; II</li> <li>b. Physics</li> <li>c. Biology II</li> </ol> </li> <li>4. Business           <ol style="list-style-type: none"> <li>a. Business Tech II</li> <li>b. Accounting II &amp; III</li> </ol> </li> <li>5. Social Studies           <ol style="list-style-type: none"> <li>a. Geography</li> </ol> </li> <li>6. Dual Credit Classes</li> </ol> |
|---|---|

**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 – NCLB and TITLE IX SECTION 504**

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

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

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

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

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

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

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

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

Coordinator: NCLB – Homeless, ELL, Migrant – Counselor

NCLB – Other areas – Federal Programs Contact Person

Title IX Section 504 – Special Ed Director

### **STUDENT - TEACHER GRIEVANCE POLICY**

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

the Teacher should write a short message to the building Principal informing him/her of the situation and the outcome.

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

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

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

### **SHELDON R-VIII BOARD OF EDUCATION MEETING**

Sheldon R-VIII Board of Education meets the 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, Mr. Tim Judd, 100 E Gene Lathrop Drive, Sheldon MO 64784

### **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.

### **DESE'S TITLE IX COORDINATOR**

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex disability or age in its programs and activities. Inquires related

to Department programs may be directed to Jean Cole, Title IX Coordinator, Jefferson State Office Building, 5th Floor, 205 Jefferson Street, PO Box 480 Jefferson City, MO 65102-0480; telephone 573-751-4581.

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

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

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

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

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

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

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

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

**Rev. 9/6/07**

**Missouri Department of Elementary & Secondary Education  
NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

**Who May File a Complaint :** Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

**Definition of a Complaint :** There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

**Alternatives for Filing Complaints:** It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

**Informal and Formal Complaints Received by the Local Education Agency:** Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
  2. central filing of procedures within the district,
  3. addressing informal complaints in a prompt and courteous manner,
  4. notifying the SEA within 15 days of receipt of written complaints,
  5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
  6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
  7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days
- Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

**Informal Complaints Received by the SEA Office:** Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

**Formal Complaints Initially Received by the SEA Office:**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

#### Appeals

##### **Appeal to the SEA:**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

**Decision:** Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

##### **Formal LEA Complaints Against SEA:**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

**Complaints Against LEAs Received from the United States Department of Education:**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

**Procedure Dissemination:**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.

2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.

3. DESE will also keep records of any complaints filed through this policy.