Sturgeon R-V School District



Student/Parent Pre-Kindergarten-8th Grade Handbook

Adopted by the Board of Education: August 19, 2026

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Mission C-110-S

The mission of the Sturgeon R-V School District is: In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions the Board will attempt in every case to act in the best interests of its students.

Vision Statement

The Sturgeon R-V School District will be recognized in the community as a source of pride and will work collaboratively to meet the needs of all students through commitment, accountability, and teamwork.

Commitment

- When students graduate, they will possess the knowledge, skills, and confidence to continue learning independently as productive and contributing citizens.
- The primary role of teachers will be to facilitate a learning environment, through support and positive role modeling that prepares all students for success.

Accountability

- The staff will be accountable to the students, parents and community.
- A well-defined, data-driven curriculum will be created that incorporates technology and sets high standards for student performance.
- Discipline issues will be minimal because students will be engaged in meaningful learning. When issues arise, consequences will be effectively communicated, dealt with quickly and approached as a learning opportunity.
- Success will be identified through consistent, measurable objectives. Student learning will be of a high standard to produce well-rounded, successful citizens.

Teamwork

- The staff will work as a supportive, creative team communicating well with others and consistently growing as professionals.
- The administration will be supportive of staff, students and each other, visible during the school-day, involved in the community, and address issues in a timely and professional manner.

School Board Members G-100-S

Mr. Ben Pollock, President
Mrs. Morgan Ritchie, Vice President
Mr. Kenneth Ladyman, Treasurer
Ms. Jennifer Campbell, Member
Mr. Jacob Bowne, Member
Mrs. Veronica Baker, Member

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Mrs. Kelly Sharp, Member
Ms. Sara Montgomery, Board Secretary

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Sturgeon PK-8th Grade
210 W. Patton St.
Sturgeon, MO 65284
Phone: (573) 687-3515
Fax: (573) 687-1226

The Sturgeon R-V School District is divided into two building levels. Grades K-8 (elementary and middle school) are located in the building at 210 West Patton. Grades 9-12 are located at the high school building at 24350 North Fairgrounds Road. Each building is opened for students each day school is in session at 7:15 a.m. Classes begin at 7:45 a.m. and end at 3:45 p.m. Student supervision will begin at 7:15 a.m. and end at 4:00 p.m. unless students are involved in a supervised after school activity.

Regular School Hours: 7:15 AM–3:45 PM
Office Hours: 7:00 AM–4:30 PM
Early Dismissal Hours: 7:15AM-12:30PM

Administrative Staff

Dr. Dustin Fanning, Superintendent of Schools	573-687-3515
Mr. Jeff Carr, K-12 Director of Operations	573-687-3515
Ms. Jamie Boyd, K-8 Principal	573-687-3515
Mrs. Christina Ridgeway, K-12 Special Education Director/Homeless Liaison	573-687-3519
Mr. Justin Owens, Athletic Director	573-687-3519
Mrs. Amanda Pollock, PK-8 Secretary	573-687-3515

Teachers and Staff for Sturgeon PK-8th grade: Please see the Staff Directory on the District's website.

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Colors: Blue and White

Mascot: Bulldogs

Conference: Central Activities Conference (CAC)

School Web Page: www.sturgeon.k12.mo.us

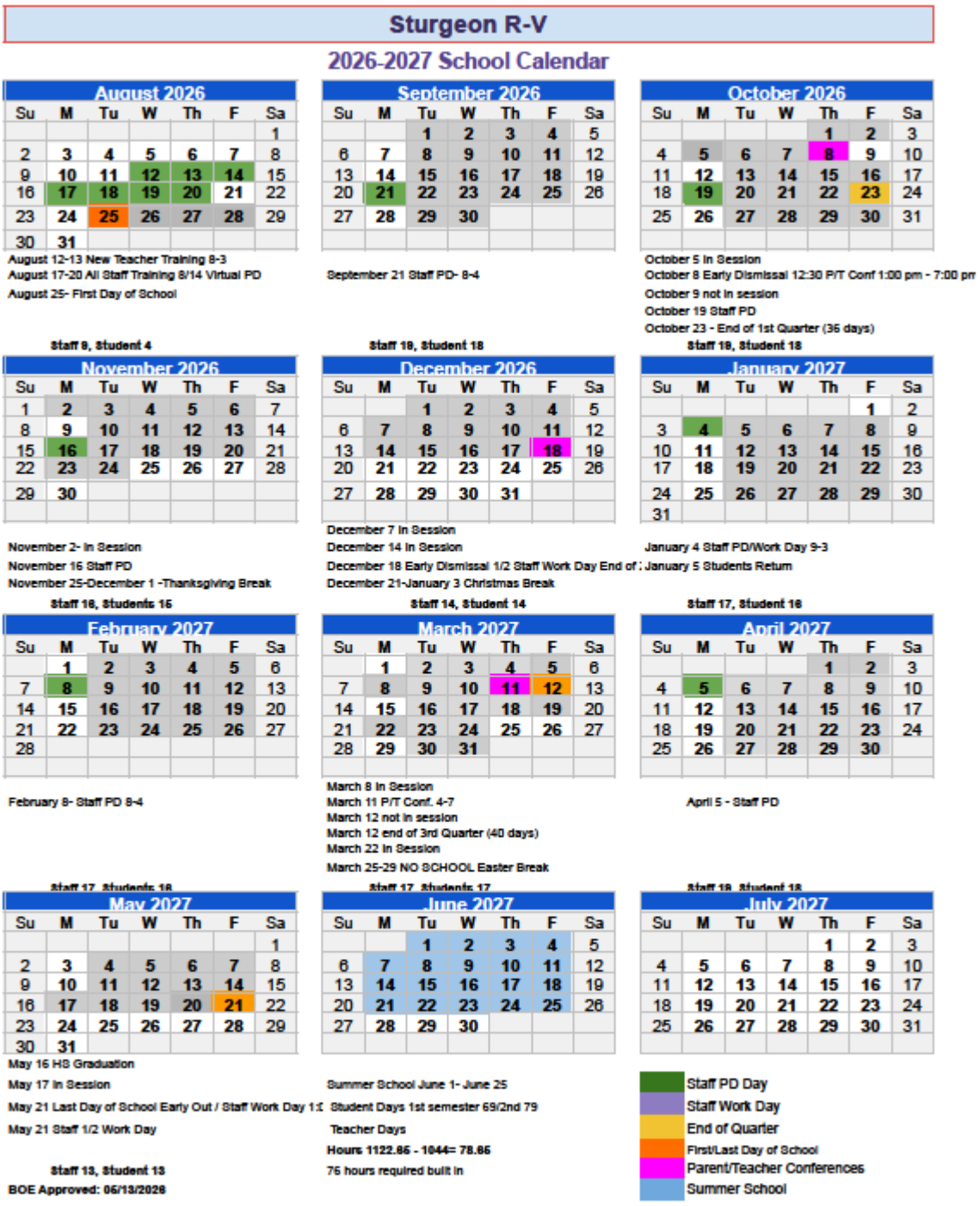
The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Superintendent Information

Dr. Dustin Fanning, Superintendent of Schools 573-687-3515

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Academic Calendar I-100-S



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Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school for at least half (50% of in-session minutes) of the school day on which the activity occurs, unless the student has an appointment or event that is unavoidable or the building principal has pre-approved the absence based upon special circumstances. A student must be in attendance for at least half (50% of in-session minutes) of the school day preceding the activity on a non-school day. For example, a student must attend half a school day on Friday to participate in an activity on Monday. **In order to receive credit for courses at Sturgeon High School, a student may not miss more than 8 days of school per semester in any class period.**

Procedures for Reporting an Absence

When absence is unavoidable, the parents/guardians of the student should call the office at 573-687-3515 between 7:15 a.m. and 4:15 p.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

No student will be allowed to leave school property during the instructional day without either parent or administrative consent. A student leaving school during the day must sign out in the office. Students returning on the same day need to check back in at the office before returning to class. Students who return on a different day will need to obtain an admit slip before returning to class.

Allowable Days

The terms "excused" and "unexcused" are not used for attendance policy purposes. All absences will be counted towards the 8 allowable days, regardless of their nature. Parent-verified absences, doctor excuses, funerals, driver's license exams, court appearances, and truancy will all be counted the same towards the 8 days. However, absences excused or allowed by law will not ultimately be counted against the 8 days. Documentation of doctors' office visits, funerals, and court appearances will still be collected and added to a student's file for the purpose of collecting information for the appeals committee.

Students arriving 25 minutes late to class will be considered absent. Days served in ACP will not be counted toward the total number of days missed.

The administration may request documentation to determine whether an absence is counted toward the 8 allowable days. It will not count against the 8 allowable days if it is due to:

- Illness of the student (doctor's notes with specific dates for absences)

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- Medical appointments that cannot be scheduled outside the school day (doctor's notes with specific dates for absences)
- Serious illness or death of a family member (funeral program handed out at the funeral)
- Religious observances (list of observances provided ahead of time)
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family (court orders or subpoenas requiring attendance of student with dates and times)
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal (letters)
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

If a student goes beyond the 8 allowable absences in a semester, he or she will be subject to loss of credit in any class period that violates the attendance policy. When this occurs, students can appeal to the attendance committee to have his or her credits issued. The attendance committee will be made up of the building principal, the counselor, and three teachers. The committee will meet at the end of each semester to allow any student due process in the attendance policy process. After the student has had the opportunity to state his or her appeal, the committee will vote to decide to issue the credits being appealed, to issue the credits with a committee recommended make-up plan, or to uphold the decision that the student is unable to earn credit.

Late Arrival/Tardiness
A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence after 25 minutes. Extensive tardies for Middle School Students for in between classes will be handled in the following manner (per semester):

- 3rd tardy – An effort will be made by the administration to communicate with the student and his/her parents after the third tardy. This is a courtesy to the student to warn them that the 4th tardy will be a principal's detention.
- 4th tardy – A principal's detention
- 5th and subsequent tardies – One day of ACP
-

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to

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aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher.

Attendance concern emails will be sent after the following number of absences/tardies: 3 (95%) days, 6 (90%) days, and 8(85%) days. Excessive absences can result in notification to law enforce and Child Protective Services. Per DESE guidelines, students who miss 15 consecutive school days without contact will be unenrolled as well as reported to DFS.

Test, Make-up Homework, and Late Work Policy

A student will be given one day to complete make-up work for each day absent. For example, if a student is gone two days, the assignment from the first absence will be due on the day after returning and the second assignment from the second day will be due two days after returning. All assignments must be turned in by 7:45 am upon return.

Long term projects may be exceptions to this rule with the due date being determined by the teacher. The student is responsible for communicating with teachers in regard to these due dates. Should an extenuating circumstance arise, special provisions may be considered by the principal/teacher. When missing school for a school-sponsored activity, students are responsible for getting assignments ahead of time and have work completed when they return to class. Students are responsible for all missed assignments due to absence. At a parent's request, homework will be gathered. Please allow sufficient time to gather a student's homework.

Late Work Policy (based on grade earned) Assignments to be turned in by 7:45 am to be counted.

1 day late - 90% maximum	2 days late - 80% maximum	3 Days late - 70% maximum	4 days late - no credit

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

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Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to *mid-thigh;*
7. Holes in pants that are above *mid-thigh* unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Sunglasses;
14. Face paint;
15. Overly-dramatic make-up;
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk;
19. Articles of clothing that cause excessive maintenance problems (such as cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture) are unacceptable.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

If a student is required to change the outfit they have on they may either have their parents bring in a change of clothes or wear clothes that the office will supply for them to borrow for the day. If the slogan on a shirt is not school appropriate a student may be asked to wear the shirt reversed (inside out).

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Anyone who violates any of these rules could be asked to leave school and not return until he/she can meet the standards set forth.

Food Service Program F-285-S
Balanced and nutritious meals are available to every student in the Sturgeon R-V School District. Meals are served twice during the school day.

Breakfast
Breakfast is available to all interested students at 7:15 a.m.

Lunch
Lunch is served each day according to a published schedule for elementary, middle and high school students respectively.

Menus are posted one month in advance. They are published in the Centralia Guard. Also, daily menus can be viewed on the Sturgeon web page by accessing the web site at *http://www.sturgeon.k12.mo.us*

School meal prices are as follows:

	Breakfast	Lunch
1. K-8	$1.75	$2.70
2. 9-12	$1.75	$2.95
3. Reduced Meal Price	$0.30	$0.40
4. Adult	$2.30	$4.10
5. Extra Milk	$0.45	$0.45

School policy states that lunches must be paid for in advance. It is preferred that lunches be paid for in weekly, biweekly or monthly installments. If students intend to pay for their lunches in cash, they should deliver exact change. If a student's lunch account balances fall behind $25.00 or more and the student wishes to eat a lunch provided by the school, the student will be served an alternative meal until the account balance has been paid. Students are not charged for alternative meals. Statements are sent to all students on the 1st and 15th of each month. The Principal will send letters and/or call the parents regarding the debt and to work on a plan moving forward.

Free and Reduced Lunch Application
Meals are available on a free or reduced price basis for students of families who qualify. To secure the proper paperwork, please see the Elementary/Middle School office secretaries . If a student does not qualify for free or reduced lunch prices and his/her family's financial status changes during the school year, the family can reapply or apply for the first time at any time throughout the school year.

Adult Visitors for Lunch

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Sturgeon is a closed campus. Students are expected to remain in the commons during the assigned lunch period. Students are not permitted to sign out for lunch. Due to potential disruption to the educational environment, there will be no guests allowed during the lunch break. Parents/guardians who call ahead of time may be granted an exception to this rule.

No student will be allowed to purchase a carbonated or caffeinated beverage while school meals are being served.

By using a check for payment of lunch, you agree to the following terms: In the event that your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Any food brought for class parties must be store bought and in the original packaging.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

If your child has experienced an allergic reaction to a food, insect bite or sting, etc. and has required epinephrine, or has an epi-pen at home, please provide an epi-pen for the school should an emergency occur.

The nurse will need an Allergy Action Plan on file for all students with severe allergies. This plan is your doctor's orders for your child should he or she

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experience symptoms. You will be asked to discuss the plan with the nurse and sign it, thus providing the school with permission to follow the orders given by the physician. The plan should be signed by both the parent and the school nurse. Allergy action Plans are available in the nurse's office and will be sent to your child's physician once you contact the nurse. The Allergy Action Plan must be updated each school year. Each student with ANY ALLERGY will need to provide documentation from their doctor to the school. FOOD ALLERGIES will need to be turned in for documentation and protection of the student.

Inhalers are the only medication that may be carried by students and we encourage any student that requires an inhaler to carry it once the proper documentation has been received. An Asthma Action Plan includes the documentation that is required by the State of Missouri. We also encourage you to bring a backup inhaler to be kept in the health room should your child misplace an inhaler and need it.

The nurse will need an Asthma Action Plan on file for all students with asthma. This plan is your doctor's orders for your child should he or she experience symptoms. You will be asked to discuss the plan with the nurse and sign it, thus providing the school with permission to follow the orders given by the physician. The plan should be signed by both the parent and the school nurse. Asthma Action Plans are available in the nurse's office and will be sent to your child's physician once you contact the nurse. The Asthma Action Plan must be updated each school year.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be

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informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse and a full-time nurse's aide. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office. Both schools are equipped with AED equipment (defibrillators).

Surgery - A post surgical plan will be presented per parents to the school after a student has surgery. This includes Dental, general and orthopedic procedures. The plan must be from a doctor and include dietary needs, toileting and activity level plans for the student affected. If lifting and transferring of the student is required, a plan from a Physical Therapist (PT) or doctor is required. If the use of transfer or toileting assistive devices will be needed the parents will provide these items with the parents also setting up an appointment and speaking with the school Nurse, Principal and teacher of the student prior to the students return to school. If any of these parts are NOT provided and the parents DO NOT meet with the staff the student WILL NOT return until all the above requirements are met.

If there is any change in the activity level of your student a NEW plan of care from the physician or surgeon is required. The note must contain activity level or limitations your student may still have. Also, assistive devices that will still need to be used. The school wants what is best for your student to remain safe and to have a collaboration with the Physician working with your child. Optimum health for a successful and fun school year is what we hope to achieve in this process by keeping your student safe and on the right path for healing.

Dental - If your student has dental surgery, a plan of care must be presented to the Nurse regarding the post surgical care. Will they be required to perform routine dental care? Are they only allowed certain foods or consistencies of these foods? Do they need to be soft, pureed or on a liquid diet? If so, the school needs to know so the kitchen staff may be alerted. Also are they on a medication regime and if so, what is the Name, dose and frequency to take the medication and the last time the student had pain medication or antibiotics? Again, the Name, dosage and frequency will need to be included per a doctor's order. The medication label on the pill bottle will qualify as a prescription from the doctor.

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Illnesses/Injuries
Students will be sent home with a temperature of 100.4 degrees or higher. Students may return to school after being fever free for 24 hours without medication, vomiting, or diarrhea.

If a student has a suspected or known injury, parents are contacted.

Please be sure to remember that our General Information Sheets are used to contact you in an emergency and should be updated if your address, telephone numbers or employment changes during the year.

Head Lice
Head lice are also considered to be a communicable disease and ***your child will need to be treated for head lice prior to returning to school. Please consult with the school nurse for further information***. Head lice are transmitted from person to person through direct contact with the hair, coats, bedding clothing, furniture and car seats. They do not jump or fly. Please encourage your child not to share brushes, combs, hair accessories and hats. Students are checked for head lice if the student is suspected of having head lice or may have been exposed to head lice at school. We encourage you to check your child weekly, especially during the winter months when coats and hats are worn regularly.

Information about head lice and their treatment can be requested from our school nurse. Should you experience difficulty after treating your family, consultation is available from local health departments. Please let the school nurse know if recurrence is a problem so we can work together to resolve the problem. In the event two or more students in a class are found to be infested with lice, a letter will be sent home to all parents of students in the class notifying them of the cases of head lice. The letter will also give guidance to parents as to how to best go about protecting their child from future cases of head lice.

If your student has been diagnosed with Head Lice as long as they are treated they may return to school IF the amount of Lice or Nits is less than before the treatment was administered. If your student has nits they are allowed to attend school and if found on them at school they will not be sent home.

Student's found with live lice will be sent home until there are no live lice present. If your student(s) are found to have nits they will be allowed to stay but the next day will be checked and if the hair contains live lice or the same or an increase in the amount of nits. The student affected will be sent home again.

It is important for you to know that should your child be continuously infested with head lice during the year, it is school policy to notify the Division of Family Services.

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Health Screenings
The District may conduct health screenings throughout the year. Additional information will be distributed later in the year.

Health Office
If you have any questions, please contact the nurse at the Elementary/Middle School building by calling (573) 687-3519.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.
Our consulting physician allows us to administer an over-the-counter medication under the following conditions:

1. The drug must be sent to school in its original container with the label intact.
2. A parent-signed Permission to Administer Medication form must be on file. ***These must be renewed every year***.
3. The medication will be given only *as ordered on the label, including dosage, time between doses and allowance for age or weight*. For example, only one ibuprofen can be given to students ages 12 and over unless your physician provides an order for more than the 200mg tablet.
4. Over-the-counter medication may be given five times in a 30 day period without an order from your child's physician. Any additional dosage will require an order from your doctor.

Prescription Medication – Prescription medication must be sent to school in the original prescription container.
Short-term medication, such as a ten-day course of antibiotics, will need to be given at school if ordered 4 times per day. Before being administered, a parent must provide the nurse with the following:

1. The medication in its original container, complete with the pharmacy label. This label serves as our doctor's order.
2. A parent-signed authorization for Permission to Administer Medication form must be on file. These must be renewed every year.

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3. The medication will be given only as ordered on the label, including dosage, time between doses and allowance for age or weight. For example, only one ibuprofen can be given to students ages 12 and over unless your physician provides an order for more than the 200mg tablet.

Daily medications can be given after the following are received:

1. The medication is brought to the nurse in its original container, complete with the **most current** pharmacy label. This is important since orders may change and without the most recent label, the medication could be administered incorrectly. **Always send the most recent bottle**.
2. A physician's order which states the patient's name, medication, dosage, time to administer and route of administration. The label will temporarily serve this purpose until an order can be received.
3. **Written permission from the parent/guardian** provided on a completed Permission to Administer Medication form.

Controlled Substances
Any and all controlled substances must be hand-delivered by a parent or guardian to the school nurse. We encourage you to ask your pharmacist to bubble-wrap controlled substances. This provides individual doses that are card-sealed. These are easily dispensed and provide exact daily doses and an exact daily count. The cost is minimal, although some pharmacies do not offer this service.

If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When your student is low on daily medication, you will be notified. Please help us keep track of the number of doses needed and bring additional medication as needed.

Any and all medications must be hand-delivered by a parent or guardian to the school nurse. Medication should never be sent with a student to school. Students are not permitted to carry any type of medication (prescription or over the counter) on their person while at school.

End of Year Medications
All medications need to be arranged to be picked up by parents before the last day of school. Medications cannot be sent home with the student on the school bus.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies,

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asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/ remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate

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on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records or building administrative assistant. Requests to amend education records may be directed to the District's Custodian of Records or building administrative assistant to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year or within 10 days of enrollment for new students.

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The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; ; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; major field of study; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
>
> *Limited Directory Information*: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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Release of Records to Other Agencies or Institutions
The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the front office.

Notice
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

<u>Personnel Records E-190-S</u>
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

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- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

To access the Schoolwide Program Plan and the School Parent and Family Engagement Plan please click here and following these instructions:

- Click “ePeGS – Public”
- Select Sturgeon R-V from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

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Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Christina Ridgeway
Phone #: 573-687-3515
Email Address: cridgeway@sturgeon.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Christina Ridgeway
Address of Office:
Phone #: 573-687-3515
Email: cridgeway@strugeon.k12.mo.us

Visitor Procedures C-155-S

Visitors to the school, including parents of attending students, need to report to the appropriate grade-level principal's office upon their arrival. During normal school hours, all visitors will need to enter through the Middle School entrance located on Patton Street. Please keep in mind that each teacher maintains a conference period during the course of his or her day. If any visitor wishes to talk with a teacher, pre-arrangements should be made so as not to interrupt the ongoing instructional process and to ensure the teacher is available for conferencing. The Board of Education and administration will not tolerate any person whose presence disturbs classes or school

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activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or designee may refer charges to the proper legal authorities.
Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has pre-approved the visit.

Transportation Services F-260-S
The Sturgeon R-V School District provides transportation to and from school for all qualified students. A qualified student is one who lives more than one-mile away from the school building. The District also provides transportation to and from any school-sponsored activity.

Riding the school bus is a privilege and should be treated as such. Students who are not Safe, Respectful, and Responsible will lose their right to ride the bus. To this end, conduct on a school bus should mirror that of the classroom. (Please refer to Bus Misconduct in the section addressing Student Discipline.) In addition, each school bus is equipped with video recording devices that may be used to monitor students' behavior at any time during the school year.

Bus assignments are made according to where in the three county district the student lives. At the time of student registration, a bus number and approximate pick-up time will be given. The Sturgeon R-V School District will provide shuttle transportation between the K-8 and High School buildings daily.

Parents requesting transportation will need to designate one pick-up location and one drop-off location for their student. Multiple pick-up and drop-off locations for a student will not be allowed unless authorized by the administration.

Due to safety concerns and numbers of riders on the buses, students may not ride another bus to a location that is not assigned to them. Please keep this in mind when planning after school parties/get-togethers as only the students assigned to a specific bus route will be allowed to ride that bus. In the event a change in bus transportation is necessary, the office will issue a "Bus Pass" for the student. Only students with a bus pass will be allowed to vary from their normal bus transportation routines.

Currently, the Director of Operations is Mr. Jeff Carr. Any questions or concerns involving transportation issues should be addressed through the Elementary/Middle School office: (573) 687-3519 or (573) 687-2155.

Parents needing to change after school transportation arrangements for their students need to contact the office no later than 2:00 p.m. to change them.

Bus or Transportation Misconduct

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Consequences of a “School Bus Conduct Report”
The Sturgeon R-V School District has implemented a point system into the bus discipline policy. It is as follows:

Acquired Points For Each Infraction:

2 – Eating or drinking on the bus
2 – Excessive noise, talking, or cell phone use
2 - Not staying properly seated
2 – Littering on bus
3 – Abuse of school property
3 – Cell phone misuse
3 – Intimidation/harassment of others
3 – Disruptive/uncontrolled behavior
3 – Sticking/throwing objects out windows
3 – Display of inappropriate material
3 – Defiance of authority
3 – Safety violation
3 – Horseplay
4 – Hitting/Pushing/Kicking/Tripping
5 - Bullying
5 – Matches/Lighters on Bus
5 – Abusive Language/Profanity
5 – Destruction of School Property
5 – Possession of illegal Drugs/Alcohol
5 – Theft
5 – Assault/Fighting
5 – Immediate removal due to unacceptable behavior

Students will receive points for infraction of bus rules.

Accumulation of 4 points will result in a 2-4 day loss of riding privileges.
Accumulation of 8 points will result in a 6-8 day loss of riding privileges.
Accumulation of 12 points will result in a 12-20 day loss of riding privileges.
Accumulation of 16 points will result in a minimum 24 day loss of riding privileges.
Accumulation of 20 points will result in a loss of riding privileges for the remaining school year.

Students will be able to delete 1 point for each 20 days of good behavior without bus conduct reports of any kind starting from the date of the most recent infraction. The baseline of the point system is zero. For better communication, minor violations may receive a “Warning Notice” with no point assessment.
Any infraction of district policies may result in disciplinary action. Any action determined to be life threatening or putting lives in danger, will be automatically considered serious, and immediate consideration of a 5 to 180 day suspension will occur.

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The following rules/expectations are posted in every school bus operated by Sturgeon R-V Schools:

School Bus Rider Expectations

BE SAFE!

1. Stay away from the DANGER ZONE. When outside of the bus, stay 10 feet away from all sides of the bus.
2. Stay in your seat with your back against the seat, feet on the floor, and facing forward.
3. Keep your head, hands, feet, and other objects to yourself, inside the bus and out of the aisle.

BE RESPECTFUL!

4. Listen to the Bus Driver and follow his instructions.
5. Be courteous and refrain from loud/noisy/disrespectful/disruptive speech and conduct.
6. Refrain from destructive behaviors (no writing on, cutting or poking of seats)

BE RESPONSIBLE!

7. Keep your bus CLEAN. No Littering.
8. No eating or drinking on the bus.
9. Observe the same conduct as in the classroom.

(The school bus driver is authorized by the School District to assign seats as needed.)

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board

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authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment shall only be used as a method of discipline with the notification to and written permission of a parent/guardian, when other disciplinary methods have failed to improve student behavior and self-control, and when the District administration believes it will assist in maintaining an atmosphere where orderly learning is possible and encouraged. Corporal punishment shall only be administered by a building administrator and only in the presence of at least one other adult employed by the District.

Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan

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(IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Alternative Classroom Placement (ACP) - Alternative Classroom Placement for students will be a place where students who have difficulty functioning properly in the regular classroom will spend one to seven hours per day working on their academic studies for credit. The ACP is a highly structured and strict educational environment. Students assigned to the ACP must complete all of their assigned ACP time before they may return to the regular classroom. In the event a student chooses to not follow the ACP expectations and rules, the student will be assigned 3 days of OSS.

ACP Rules and Expectations:

1. Students will report to ACP by 7:45 a.m.

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2. Students who miss any ACP time will make up the time before returning to regular classes.
3. Restroom breaks will be provided periodically (one before lunch and one after lunch).
4. Students will eat lunch in the ACP classroom.
5. Academic assignments will be collected from teachers for students to work on.
6. Students are responsible for bringing necessary materials.
7. Full credit will be given for work made-up while in ACP.
8. All school rules apply in ACP.
9. Students will remain seated in assigned seats and work on assignments or read appropriate material.
10. Talking or interfering with other students, sleeping, lounging and eating or drinking at any time other than lunch is not allowed.
11. Students will be given one warning if in violation of ACP rules
12. Failure to comply may result in 3 days of OSS. At the completion of OSS, students will finish their ACP before returning to regular classes.
13. Students in ACP for are eligible to attend after school activities upon the conclusion of ACP. If ACP is assigned for one school day, the student may attend after school activities after 3:45PM.

Any difficulty while in ACP or for matters more serious than what three days of ACP will accommodate, is reserved for OSS.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

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Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in , or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	Consequence
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to	1st/2nd Offense Minimum: 0 Credit & Principal Conf. Maximum: 0 Credit & 1 Day ACP Subsequent Offenses Minimum:0 Credit & 2 Days ACP Maximum:0 Credit & 4 Days ACP

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	take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Maximum: 10 days of OSS, referral to district administration, law enforcement notified.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	Maximum: 10 days of OSS, referral to district administration, law enforcement notified.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that	Maximum: 10 days of OSS, referral to district administration, law enforcement notified.

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	constitutes criminal assault in the third or fourth degree.	
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.	1st/2nd Offense Minimum: Investigation, Principal's Conference, 2 Days ACP Maximum: Investigation, Principal's Conference, 4 Days ACP Subsequent Offenses Minimum: Investigation, Principal's Conference, 4 Days OSS Maximum: 10 Days OSS Referred to Superintendent

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	Students will not be disciplined for speech in situations where the speech is protected by law.	
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	See Transportation Services F-260-S
Dishonesty	Any act of lying, whether verbal or written, including forgery.	1st Offense – Principal conference 2nd Offense – Parent conference scheduled, and 1 day of ACP 3rd Offense & Subsequent Offenses – Parent conference, and 2-4 days of ACP
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	1st/2nd Offense Minimum: Principal's Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 4 Days OSS <u>Insubordination</u> 1st/2nd Offenses Minimum: Principal's Conference, 1-2 Days ACP Maximum: Principal's Conference, 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 4 Days OSS

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		<u>Inappropriate Language</u> 1st/2nd Offenses Minimum: Principal's Conference, Lunch Detentions, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 4 Days OSS <u>Inappropriate Language Toward Staff</u> 1st/2nd Offenses Minimum: Principal's Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days OSS Maximum: 10 Days OSS Referred to Supt.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized	<u>Alcohol and Drugs</u> Maximum: 10 days of OSS, referral to district administration, law enforcement notified. <u>Tobacco</u> Minimum: 2 Days ACP, SRO discussion

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	inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	Maximum: 4 Days ACP, SRO Discussion, Referred to Superintendent
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1st/2nd Offense Minimum: 2 Days ACP, SRO discussion Maximum: 4 Days ACP, SRO Discussion Subsequent Offenses Minimum: 4 Days OSS Maximum: 10 Days OSS Referred to Supt.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Minimum: 10 Days OSS Referred to Superintendent
Fighting	A conflict: verbal, physical, or both, between two or more people.	1st/2nd Offenses Minimum: 2 Days ACP Maximum: 4 Days ACP

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		Subsequent Offenses Minimum: 4 Days OSS Maximum: 10 Days OSS Referred to Supt. <u>Physical Aggression</u> 1st/2nd Offenses Minimum: Principal's Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 2-4 Days OSS <u>Pushing/Shoving Horseplay</u> 1st/2nd Offenses Minimum: Principal's Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 2-4 Days OSS
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	A) See Policy S-200-P. B & C) B & C) Up to 10 days of OSS, referral to district administration, law enforcement notified.

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	B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national	<u>Disparaging or Demeaning Language</u> 1st/2nd Offense

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	origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	Minimum: Principal's Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days ACP Maximum: 4 Days OSS <u>Racial Slur</u> 1st/2nd Offenses Minimum: 2 Days ACP, SRO discussion Maximum: 4 Days ACP, SRO Discussion Subsequent Offenses Minimum: 4 Days OSS Maximum: 10 Days OSS Referred to Supt. <u>Sexual Harassment (Non-Physical)</u> 1st/2nd Offenses Minimum: 2 Days ACP Maximum: 4 Days ACP Subsequent Offenses Minimum: 2 Days OSS Maximum: 4 Days OSS <u>Sexual Harassment (Physical Contact</u> 1st/2nd Offenses Minimum: 2 Days OSS Maximum: 4 Days OSS Subsequent Offenses

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		Minimum: 6 Days OSS Maximum: 10 Days OSS Referred to Supt.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	1st/2nd Offenses Minimum: 2 Days ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: 4 Days OSS Maximum:10 Days OSS, Referred to Supt.
Indecent Exposure and Inappropriate Touching	Intentionally showing one's sexual organs to others or unsolicited or unwanted touching.	Indecent Exposure 1st Offense – 4-10 days of OSS, possible referral to district administration, possible notification of law enforcement 2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified. Inappropriate Touching 1st Offense – 4-10 days of OSS 2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, possible notification of law enforcement
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other	1st Offense – Principal conference

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	possessions not approved for educational purposes.	2nd Offense – Parent conference scheduled, and 1 day of ACP 3rd Offense & Subsequent Offenses – Parent conference, and 2-4 days of ACP
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	<u>Accidental</u> All Offenses – restitution for the cost of material and labor needed to repair the damages, Warning, Principal's Detention, 1-4 Days of ACP, 1-8 days of OSS
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1st/2nd Offenses Minimum: Principal's Conference, Lunch Detentions Maximum: Principal's Conference 1 Day ACP Subsequent Offenses Minimum: 2-4 Days ACP Maximum: 4 Days ACP
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not	1st Offense – Principal's Detention, 1 – 4 Days of ACP or 1-10 days of OSS 2nd Offense – 1-4 days of ACP or 1-10 days of OSS 3rd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

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	apply to curricular material vetted and approved by District employees for educational purposes.	
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1st Offense – 4-10 days of OSS, possible referral to district administration, possible notification of law enforcement 2nd & Subsequent Offenses – 10 days of OSS, possible referral to district administration, possible notification of law enforcement
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Refer to Attendance and Absence Procedures S-115-S.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without	1st/2nd Offenses Minimum: Principal's Conference, Lunch Detentions, Suspension of Privileges Maximum: 2-4 Days ACP, Suspension of Privileges

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	express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Subsequent Offenses Minimum: 4 Days ACP, Suspension of Privileges Maximum: 4 Days OSS, Suspension of Privileges Indefinite <u>Cell Phone Usage</u> 1st/2nd Offense Minimum: Confiscated & Parent/Principal Conference Maximum: Confiscated, 1 Day ACP, Parent must pick up the phone Subsequent Offenses Minimum: Confiscated & 2 Days ACP Parent must pick up the phone Maximum: Confiscated & 4 Days ACP, Parent must pick up the phone <u>Recording by/of Students</u> 1st/2nd Offenses Minimum: Confiscated and Parent/Principal Conference, 1 Day ACP Maximum: 2-4 Days ACP Subsequent Offenses Minimum: Parent Conference & 4 Days OSS Maximum: 10 Days OSS Referred to Supt.

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Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1st/2nd Offenses Minimum: Restitution, 1 Day ACP, SRO Discussion Maximum: Restitution, 4 Day ACP, SRO Discussion Subsequent Offenses Minimum: Restitution, 4 Day OSS, Law Enforcement Notified Maximum: Restitution, 10 Days OSS, Referred to Superintendent, Law Notified
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	1st Offense – Warning, Principal's Detention, 1-4 Days of ACP, or 1-10 days of OSS 2nd Offense – 1-4 days of ACP or 1-10 days of OSS, possible referral to district administration, possible notification of law enforcement 3rd & Subsequent Offenses - 10 days of OSS, referral to district administration, law enforcement notified.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	1st Offense – 4 Days of OSS 2nd & Subsequent Offenses – 8 days of OSS, referral to district administration, law enforcement notified.
Vandalism or Tampering	Vandalism: Deliberate destruction of or damage	Vandalism: 1st Offense – 3-5 days of ACP, 1-4 days of

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	to property belonging to the District, employees, or students. Tampering: Manipulating, altering or interfering with the property or possessions of staff, students or the district.	OSS, restitution and cleaning up vandalized areas if appropriate. 2nd Offense – 3-5 days of ACP, 4-10 days of OSS, restitution and cleaning up vandalized areas if appropriate 3rd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified. Restitution and cleaning up vandalized areas if appropriate. Tampering: 1st Offense – Warning, Principal's Detention, 1-4 days of ACP 2nd Offense – 1-4 days of ACP or 1-8 days of OSS 3rd & Subsequent Offenses - 1-8 days of OSS, possible referral to district administration, possible notification of law enforcement
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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As a final rule however:

10 or More Subsequent Office Referrals – for any reason, the student will be required to appear before the superintendent of schools and will be subject to OSS beyond 10 days and not limited to complete expulsion from the Sturgeon R-V School District.

Due to the variety of reasons why a student may be referred to the Office for disciplinary action, it is impossible to list all incidents. The aforementioned are to be used as a guide. As a final rule, however, ***upon the fourth office referral for any reason, the student will be minimally subject to ISS. On the fifth office referral, the student will be subject to a minimum of OSS. On the sixth office referral the student will minimally be subject to 10 days of OSS. On any subsequent office referral, the student will be required to appear before the Superintendent of Schools and will be subject to OSS beyond 10 days and not limited to complete expulsion from the Sturgeon R-V School District.***

Bullying, Hazing, and Cyberbullying S-185-S
The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions
Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on

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file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the Elementary Principal.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying
District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation
Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

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Consequences of Bullying, Cyberbullying, or Retaliation
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

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Report Form
The report form is located in the office.

Complaints or Concerns C-120-S
Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Christina Ridgeway
Phone #: 573-687-3515
Email Address: cridgeway@sturgeon.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Jeff Carr
Phone #: 573-687-3515
Email Address: jcarr@sturgeon.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

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Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA	**Complaints filed with the Department**
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

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Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local compliant procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA 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.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the

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complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Christina Ridgeway
Phone #: 573-687-3515
Email Address: cridgeway@sturgeon.k12.mo.us

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Jeff Carr

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Phone #: 573-687-3515
Email Address: jcarr@sturgeon.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S
The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Christina Ridgeway
Address: 210 W. Patton, Sturgeon, MO 65284-9067
Email Address: cridgeway@sturgeon.k12.mo.us
Phone #: 573-687-3515

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

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Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

The Elementary and Middle School buildings are equipped with video cameras which may be used to record student activity throughout the school day.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See* the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of

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technology privileges, and referral to law enforcement. (*See* the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Student Alcohol and Drug Testing S-196-S

STUDENT ACTIVITIES DRUG-TESTING GUIDELINES STURGEON SCHOOL DISTRICT

1. STATEMENT OF PURPOSE AND INTENT

For the safety, health and well-being of the students of the Sturgeon School District, the district has adopted this policy for Sturgeon students who participate in off season and in-season extracurricular and co-curricular activities in grades 6-12 as enumerated below.

It is the desire of the Board of Education, administration and staff that every student in the District refrains from using, possessing or distributing illegal drugs. Substance abuse prevention programs have been utilized in the district in all grades, preschool through grade twelve. The Safe and Drug Free Schools and Communities Program, funded by a federal grant, has helped provide educational activities and materials for students, teachers, parents, and community members.

Participation in school sponsored extracurricular and co-curricular activities in the District is a privilege, Accordingly, the students in extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use of possession of illegal drugs. It is the belief of the Sturgeon board of Education, administration and the staff that this policy will assist the district's efforts to reduce the use of illegal drugs in the district. This policy is intended to complement and supplement all other policies, rules and regulations of the district regarding possession or use of illegal drugs. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular or co-curricular activities. There will be no suspension from school for violation of this policy, except when the district's discipline policy is also violated. Students will be subject to the penalties of the discipline policy and this policy as appropriate.

2. DEFINITIONS

A. "Activities" include any school sponsored activity in the following three categories: Missouri State High School Association (MSHSAA) sanctioned

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activities, competitive activities, and non-competitive activities. The activities, by categories, are as follows:

B. MSHSAA Activities: athletics, band, choir, speech and debate, cheerleading, dance, and academic competition.

C. Co-curricular activities: Activities that students participate in outside of the classroom as a result of being enrolled in a school offered class.

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

E. "Participant" is any student in grades 6-12 who is involved in extracurricular or co-curricular activities as enumerated in Section 2.C and 2.D of this policy and is thereby eligible to be randomly selected for drug testing.

F. "Drug Test" means a scientifically substantiated method of test for the presence of illegal drugs as determined by a urine test.

G. "Illegal Drugs" mean any substance which a student may not sell, possess, use, distribute, or purchase under either federal or Missouri law, all prescription drugs obtained without authorization and all prescribed drugs or over-the-counter drugs being used in dosages, frequency or ways other than directed.

H. "Screening Test" is the initial urine test which will not be considered a basis as the final positive result.

I. "Non-negative" is a positive result to the initial screening test prior to confirmation by gas chromatography/mass spectrometry test.

J. "Positive" means a gas chromatography/mass spectrometry test result which is considered to demonstrate the presence of an illegal drug using the following minimum standards:

Amphetamine / Methamphetamine:	1000ng/ml
Cocaine:	300ng/ml
Opiates:	2000ng/ml
THC (marijuana):	15ng/ml

K. "Off-Season Participants" refers to those students who participated the previous year or current year in any activity but are not presently active in an activity.

L. "Adulterant/Adulteration" means any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch,

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or otherwise interfere with the detection of illicit or banned substance in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

3. PROCEDURES

Each participant in activities will receive copies of the Student Activities Drug-testing Policy and Student Activities Drug-testing Consent Form, which shall be read, signed, and dated by the student and parent(s)/guardian(s). Participants that are in grades 6-12 must submit the signed Student Activities Drug-testing Consent Form to the high school office prior to 3:00PM on the first Friday school is in session for the school year before the student will be allowed to continue or begin practice or participation in any extracurricular activity during the remainder of the school year.

Students in extracurricular groups to be tested include, but are not limited to the following: MSHSAA Activities, FBLA, Student Council, NAHS, NHS, and Drama Club.

Once a student has submitted a Student Activities Drug-testing Consent Form, the student's status in the program will continue until a new form is submitted requesting removal from the program. Each school year, students will be required to sign and submit the Student Activities Drug-testing Consent Form.

Any student removing his/her name from the drug-testing pool will be ineligible for activities for three hundred sixty five (365) Calendar days.

A. Participants will be assigned a number for identification. The drug testing company will randomly select students from grades 6-12 for testing. The principal will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until five have been identified as available for testing.

B. Participants will be required to provide urine samples as follows:

1. In-season and/or off season participants from grades 6-12 will be randomly selected to provide a urine sample.
2. Testing will occur during the school year only.
3. Any participant who is selected to provide a urine specimen and is unable to produce a sample within three (3) hours will be interpreted as producing a positive test.

C. Any drug test required by the District under the terms of this policy will be administered by or at the direction of a drug-testing company chosen by the District using scientifically validated toxicological methods. The drug-

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testing company will be required to provide the District detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

D. Prior to being called by the test administrator, the student will be given an identification number by a school official. When called by the test administrator, the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the test recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pocket on the testing table. The student will be allowed to return any non-containers to their person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on the ledge or counter and then wash their hand. The test administrator will have placed blue dye into each toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying their hands, the test administrator will then step out of restroom, or behind the restroom outer wall (if there are no outer doors to the restroom), until the student completes the void and comes out of the stall, and places the collection cup on a prearrange flat surface.

When the test administrator re-enters the restroom, he will take the collection cup and determine if there is sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked again to wash their hands and then stand by the entrance of the restroom (keeping the specimen in their sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave that area, unless the initial screen indicates the presence of a drug included on the school's testing agenda.

If the screening test indicates a non-negative screen the verification process will be implemented.

E. If a specimen is non-negative, then the test administrator will pour the specimen given by the student into a specimen vial(s). The test administrator will pour a minimum of 30 ml. into the first vial. If there is a sufficient amount of specimen, a second vial of at least 15 ml. will be

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poured up. The remaining specimen, if any, will be discarded and the test administrator will complete the chain of custody according to proper collection procedures. The specimen will then be shipped to a SAMSHA-certified laboratory for a second screening. If the second screening is non-negative, then a conformation analysis will be conducted using a gas chromatography/mass spectrometry (GC/MS). The results of the confirmation test will be released to the designated school official, who will then contact the parent(s)/ legal guardian(s) of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the non-negative drug in the student's specimen. On occasion, a negative sample will be sent to the lab for a spot check.

F. Each sample will be tested for adulterants. If an adulteration substance is found, the test will be considered positive.

G. Upon confirmation by a SAMSHA-certified laboratory of a non-negative specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with a designated school official. The official will then verify with either the school nurse or the test administrator (or the administrators company representative) as to the validity of the medication producing the non-negative result. If the medication produces a legitimate medical reason for the presence of drugs, the results will be deemed as negative. If there is no legitimate or acceptable medical explanation, the non-negative result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

H. The District will rely on the opinion of the medical review officer in determining whether the test result is positive. The principal will inform the Activities Director, the head coach and/ or sponsor.

I. Once a positive result is determined, the medical review officer will inform the principal of the positive result. The principal will inform the Athletic Director, the head coach/or sponsor.

J. Upon the suspension from activities based upon a positive drug test, the participant may appeal the medical review officer's decision to the principal. The principal will review evidence and provide their written decision to the participant and parent(s)/ guardian(s) within five (5) working days of the appeal.

K. The principal's decision may be appealed in writing to the Superintendent of Schools within five (5) working days. Within five working days of the

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receipt of the appeal, the superintendent will provide a written response to the appeal

L. Parent(s)/guardian(s) of students who tested negative in the initial screening will be contacted by personnel of the District within five (5) working days after testing.

2. VIOLATIONS

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

For the first violation the student will receive a suspension of 30 calendar days from all extra-curricular activities, including performances, activities, and competitions held during this period. Student will also be drug tested monthly for the rest of the school year. This penalty will be reduced to 10 calendar days if the student successfully completes a school approved chemical awareness program.

In-season Athlete/participant: Suspension will begin immediately for all offenses. If suspension contests/days exceed days left in the sport/activity, then the excess shall be served beginning the 1st contest/day of practice of the next sport/activity upcoming in which the student has participated the previous year.

Out-of-season Athlete/participant: Suspension will begin the first day of practice/meeting of the next sport/activity upcoming in which athlete/student has participated the previous year.

Any participant who tested positive will be required to provide a negative drug test, within five school days, at the end of the initial suspension. The participant's inability to do so will be considered a second violation. Subsequent positive tests will be considered a second violation and a third violation.

A. For the second offense, a student will face a suspension of 365 calendar days, including suspension from all performance, activities or competitions and other extra-curricular activities during this period. To be allowed to participate again in any activities, the student must successfully complete a school approved alcohol and other drug abuse assessment and follow all recommendations from that assessment. The participant must provide a negative drug test at participant cost before regaining eligibility.

B. For the third offense, the participant will be permanently suspended from participation in all in-season or off season activities for the remainder of their school career.

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These violations are cumulative in grades 6th-8th then reset at grade 9 and are cumulative for grades 9th-12th. These violations do not reset each school year.

3. REFUSAL TO SUBMIT TO DRUG ABUSE TEST

If a participant refuses to submit to a drug test authorized under this policy the participant will be considered to have had a positive test and will receive restrictions according to the offense. Any student who has a positive test and refuses to complete the required paperwork for the confirmation test will be treated as a refusal to submit to testing.

4. STUDENT DISCIPLINE POLICY

This student Activities Drug-testing Policy does not limit or otherwise affect Board policy, regulation or procedure regarding discipline for the sale, possession, use, distribution or purchase of drugs or alcohol when reasonable suspicion of such conduct arises out of circumstances other than the random testing conducted pursuant to the policy.

5. REASONABLE SUSPICION

An observation made by a school staff member concerning the appearance, actions or speech of a student shall constitute reasonable suspicion.

Any student wishing to participate in athletics or any other extra-curricular/co-curricular activities, or park on campus at Sturgeon High School will be subject to random drug testing. Parent consent forms must be signed and returned to the office within 10 days of the beginning of the school year.

If a student chooses not to turn in a signed drug consent form within 10 days, they will be ineligible for any athletics, field trips, or other extra-curricular/co-curricular activities. Please refer to the Sturgeon R-V Athletic/Extra-Curricular Handbook for details on the district's drug testing policy. (Extra-curricular activities include all school sponsored dances.)

Students in grades 6-12 participating in any extra-curricular activity, including athletics, will be subject to random drug testing as outlined in the "Athletics and Extracurricular Activities" handbook. Extra-curricular activities include activities such as athletics, quiz bowl, student council, and school dances. Before any student is allowed to participate in any school sponsored extracurricular activity, the student must have a completed "Consent To Drug Testing" form on file in the Middle School office. For your convenience, a consent form has been included in the back of the handbook. Please fill out the form, detach, and return to the Middle School office as soon as possible.

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Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows: [*Will be inserted once Board-approved.*]

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed *Tuesday – Friday (8:00 am – 4:00 pm)* in the office of Christina Ridgeway, 210 W. Patton St., Sturgeon, MO 65284, 573-687-3515, cridgeway@sturgeon.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed *Tuesday – Friday (8:00 am – 4:00 pm)* in the office of Christina Ridgeway, 210 W. Patton St., Sturgeon, MO 65284, 573-687-3515, cridgeway@sturgeon.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at and District Policy.

Discretionary Homebound Instruction
If a student has an extended medical problem that will cause 10 or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for Homebound Instruction. Upon approval of Homebound Instruction, the student will be counted present in school. The decision is based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to Homebound Instruction, and the District may choose not to implement a program of Homebound Instruction or to discontinue the program at any time and for any reason.

Alternative Methods of Instruction (AMI)
Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, email, social media) utilized by the District and their child's school. When possible, hard copy assignments will be provided as requested.
Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities

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and assignments. Educators will be available electronically during AMI days for guidance with instruction.

Alternative Center for Education Success (Alternative School in the Moberly School District)
Alternative Center for Education Success, an alternative school, is part of the Moberly School District. ACES allows students from area school districts to attend school in this alternative setting. Each year the Sturgeon School District reserves slots at ACES for Sturgeon Middle School students. The number of slots reserved depends on funding available and the tuition price set by the Moberly School District. Sturgeon students who are chosen to attend ACES have their tuition paid by the Sturgeon School District.

Students are chosen to attend ACES based on the following:

1. attendance – the student must attend school regularly – at least 90% attendance rate
2. credit standing – a student who is deficient in credits and has fallen a grade level or more behind
3. persistence towards graduation – the student must exhibit a desire to put forth the effort and work required to receive a high school diploma

Other factors may contribute to a student's placement at ACES, depending on each student's unique situation.

Staff members and parents may suggest that a student be considered for placement at ACES. The final decision to place a student at ACES is made by the middle school principal and the guidance counselor.

Transportation is provided for Sturgeon students to and from ACES. Students graduating from ACES will receive a completion certificate from Sturgeon Middle School.

General Guidelines for Students Attending ACES

Participation in Athletic and Co-curricular/Extra-curricular Activities, Homecoming, etc.
A student from Sturgeon School who attends ACES is eligible to attend or participate in athletics, co-curricular, and extra-curricular activities including homecoming at Sturgeon High School as long as they are in good standing with both ACES and Sturgeon School District.

Credit and Attendance Requirements
Upon the end of each semester, the principal at Sturgeon Middle School will review each ACES student's academic progress from that semester. Any student who wishes to be eligible to attend ACES the next semester must meet the following requirements:

- student must have an average semester attendance of 90%

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Students who do not meet both of these requirements may lose the privilege of attending ACES the following semester.

Requirements for 8th Graduation and Graduation Ceremony
All 8th grade students, in order to graduate from the 8th grade, must successfully pass at least four (4) semesters of 8th grade core subjects. The core classes are Math, Science, Social Studies, and English. Students who are not in good academic standing will be a candidate for retention, and consequently ineligible for 8th Grade Graduation. If a student is in jeopardy of not graduating from the 8th grade, a notice will be sent from the building level principal notifying the student and his/her parents. This notice will be sent in enough time that a positive change in grades and graduation can occur. Students must attend the Sturgeon R-V Middle School. A student with any other academic placement is not eligible for the 8th grade field trip or 8th grade graduation ceremony.

Technology F-265-S
Policy on Student Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Use During Instructional Hours
Students are prohibited from using electronic personal communications devices from the beginning of the school day until the end of the school day during:

- Regularly scheduled instructional time (defined as the period from the first bell starting the school day until the dismissal bell); and
- Meal times, including breakfast and lunch periods.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action is listed in S-170-S.

Exceptions
Use of an electronic personal communications device during instructional time shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan

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- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, as determined by school personnel.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to a specific lesson plan.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices
Chromebook Usage\Expectations
The focus of learning with the Chromebook or other device is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and the learning tool of these twenty-first century students at Sturgeon R-V is the Chromebook computer.

The procedures and information within this document apply to all Electronic Devices used in the Sturgeon R-V District, including any other device considered by the District to come under this policy. Teachers may set additional requirements for computer use in their classroom.

Receiving Your Device
Elementary Students: Chromebooks are contained within the classrooms and are distributed to the students when they are needed for classroom assignments. In most cases the student will use the same Chromebook everyday.
Middle School Students: Middle School students will pick up their Chromebook at the beginning of the school day. The student will be responsible for the care of the device

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throughout the whole school day. The Chromebook will then be returned at the end of the school day.

Taking Care Of Your Device
Students are responsible for the general care of the device they have been issued by the school district. Devices that are broken or fail to work properly should be taken to the correct area based on grade\building.
Elementary - Elem\MS Library
Middle School - Elem\MS Library

General Precautions:

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook or other device.
- Device lids should be closed when not in use to conserve battery life.
- No stickers or other decorations or colorations of the device are allowed. This will be a fine charged to the student.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping the device's battery charged for school each day.
- Devices should always be at room temperature before booting. If they are cold, condensation may form and destroy it.
- Do not stick any objects into the USB port.

Screen Care:
The device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything between the screen and the keyboard when closing. (pens, pencils, or disks)
- Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT spray any liquid directly on the screen. We have cleaning supplies in the tech room if you need them.

Using Your Device At School
Your device is intended for use at school each day. In addition to teacher expectations for device use, textbooks, announcements, calendars, school messages, and schedules will be accessed using the Chromebook or other device. Students must be responsible to bring their devices and power adapters to all classes, unless specifically advised not to do so by their teachers.

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Ensuring that the Chromebook is charged and ready to be used at the beginning of the school day is expected. There may be disciplinary action taken for students who enter the classroom with a device that is unusable due to lack of charging or care for the device.
Loaner devices will not be issued to students that have simply not charged their device.

Devices Left At Home
If a student leaves their device or charger at home , they may be able to use a loaner device or charger provided by the technology department. Loaner devices and chargers must be returned at the end of that school day. This will not be allowed for consecutive days of failing to produce or return the school issued equipment.

Devices Undergoing Repair
Loaner devices will be issued to students when their assigned device has been taken for repair. The loaner device must be returned at the end of the school day unless their assigned device is still being repaired.

Storing The Device
The device should be powered off to reduce the risk of the battery being completely discharged. This can damage the battery and results in reduced battery life. Nothing should be placed on top of the device. They should not be stored in a vehicle or outside exposed to the elements.

Devices Left Unsupervised
Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, bathrooms, and hallways. Any computers left in these areas are in danger of being stolen or broken.
Unsupervised devices will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your device in an unsupervised location.

Repairing or Replacing Device
Almost all of the districts' Chromebooks are repaired on-site to decrease the time it takes to re-enter that device back into circulation. If the repair falls under the manufacturer's warranty the device will most likely be sent back to the manufacturer for repair.
If the damage is malicious in nature the repair will not be covered by the manufacturer's warranty. These repairs will be charged to the parents\guardians and the student will not receive another device until that charge has been paid.

Technology Fee
The district will charge a technology fee of $20 per family (Not per child or student). This will cover basic repair costs such as missing key caps, damaged touch pads and other easily replaceable parts.

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However this fee will not cover damages such as a broken screen, cracked case or shell or the total replacement of the chromebook.

Typical Repair Costs
Broken Screen - $30
Broken Touch Pad & Keyboard - $45
Total Replacement Cost of Device (Depreciated Scale)
1 year or less old - Replacement Cost - $285
1 year to 2 years old - Replacement Cost - $228
2 years to 3 years old - Replacement Cost - $171
3 years to 4 years old - Replacement Cost - $114
4 years to 5 years old - Replacement Cost - $57

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use
Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements
Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form in this handbook.)

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers

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with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Admissions

All students requesting admission to the Sturgeon R-V School District must complete a new student registration folder. The administrative assistant to the principal maintains these documents. Minimally, new students must verify proof of residency, must demonstrate satisfactory compliance with local health regulations, and must be of proper school age to attend. Each parent or guardian of newly enrolling students must have completed all the required paperwork in the registration folder before the student can begin attending classes.

Should any of the information recorded as part of the new student application change during the course of the student's attendance at the Sturgeon R-V Schools, the parent or guardian is responsible for notifying the administrative assistant to the principal as soon as possible following the change.

Homework contributes toward building accountability, self-discipline and lifelong learning habits. It is the intention of the Sturgeon R-V Elementary and Middle School staff to assign relevant, meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. ELL, IEP, 504 Plans).

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Review** of various skills and concepts to prepare for assessments
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. ***If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers***. Students are encouraged to pursue non-assigned, independent, leisure reading.

Suggested Average Nightly Homework Time Frames

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Kindergarten	Up to 15 minutes of reading per night
First Grade	10 Minutes per night up to 15 minutes of reading per night
Second Grade	20 Minutes per night up to 15 minutes of reading per night
Third Grade	30 Minutes per night up to 15 minutes of reading per night
Fourth/Fifth Grade	40 Minutes per night
*Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.	

Major Projects
Major Projects include research reports, book reports, major essays, and other assignments teachers designate as such. Work on these projects may exceed the maximum minutes per night. However, time may be given in class over several school days. Any project that will exceed 60-90 minutes you will receive prior notification from your child's teacher.

Grading and Reporting System
Academic Reporting Periods
Academic progress is monitored on a regular basis in the classroom. Progress reports will be sent home at the midway point of each quarter. The progress reports will be sent home in Friday folders. Middle School Students will be required to obtain a parent signature on each report.

Grade cards are issued on a quarterly basis. Every nine weeks, students will receive from the office a copy of their grade report. The grade report will be handed to the student at the end of the school day. Parents are encouraged to inquire about student grades if no grade reports are seen in conjunction with Critical Calendar Dates.

Students in kindergarten through grade 2 will not receive letter grades on the grade card. Those students will receive a report measuring their progress on predetermined objectives in each subject area aligned with the Missouri Learning Standards. The intent of this report is to supply the parent and the teacher with in-depth information geared toward assessing understanding in addition to achievement.
Third, Fourth, and Fifth grade students will receive letter grades. Those letter grades will be based upon the District grading scale.

Grading Scale

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Sturgeon School District uses a 4.0 grading scale to calculate grade point averages (GPA).

Letter Grade	% Grade	4.0 Scale
A	95 – 100	4.0
A-	90 – 94	3.67
B+	87 – 89	3.33
B	83 – 86	3.0
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.0
C-	70 – 72	1.67
D+	67 – 69	1.33
D	63 – 66	1.0
D-	60 – 62	0.67
F	0 – 59	0.0

Lumen Grading Portal
The Lumen Grading Portal will give you access to information about the many services and programs provided by our district. You are able to view your student's grades, course schedule, lunch balance, attendance and a variety of other school related information. You can access Lumen by going to the school home page at www.sturgeon.k12.mo.us and clicking on the link. Log-in information is available from the school office.

Academic Honesty
The integrity of the academic program and the graded evaluation of each student's achievement are of primary concern to all. Cheating on any graded educational exercise reflects dishonesty and will not be tolerated. Examples of academic dishonesty include:

- Talking during a testing period.
- Exchanging answers or questions by any method including technology before, during, or after an exam.
- Using pre-written answer sheets or notes without the teacher's consent.
- Plagiarizing or copying another person's work and turning it in for a grade (including published work from the Internet or other sources).
- Allowing work to be copied.

Students who fail to comply with the understood need for academic integrity will be subject to disciplinary action as described in the section governing student conduct

Academic Probation (AP)
Every student enrolled at Sturgeon Middle School will receive progress reports approximately every four weeks. Any student receiving one "F's" or a combination of three "D's" or "F's" will be placed on academic probation for seven calendar days. If placed on AP, the student cannot attend or participate in any school-sponsored extra-

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curricular or co-curricular activity. School-sponsored extra-curricular activities are activities offered before, after, or during school hours that are not directly tied to a student's grade in a class. If the activity is tied to a student's grade, an alternative assignment will be given or the student must receive prior administrative approval to attend the co-curricular event. Approval must be obtained at least 2 days in advance of the activity.

After seven calendar days, it is the responsibility of the student to contact the teacher(s) in which the inadequate grade(s) was issued. Students are to obtain a grade check sheet from the office and take it to the teacher for a grade update and signature. If the student is no longer earning any "F's" or a combination of three "D's" or "F's", the student then takes the grade sheet to the high school principal for reinstatement. If the student is still earning any "F's" or a combination of three "D's" or "F's", they will remain on academic probation.

Requirements for Promotion I-185-S
The Sturgeon R-V School District is committed to the continuous development of students enrolled in the district's schools and for a student's achievement of the skills for the current grade assignment to pass to the higher grade. Students will normally progress annually from grade to grade. Students who have been absent more than 6 days per semester from school, who have not enrolled and/or attended Summer School, and/or who are not in good academic standing will be a candidate for retention. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning retention. However, the final decision will rest with the school administration.

The District requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Such remediation may include, but shall not be necessarily limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance.

The process of considering students for retention will begin in the fall and include student progress and the results of appropriate assessments. Teachers will make recommendations to parents and to building administration as early as possible with all parties being notified by the conclusion of the spring parent/teachers conference. Each student will be considered on an individual basis and the process of documenting student progress may vary somewhat due to individual needs.

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State law requires that all students who are reading below a third-grade reading level according to the district's fourth grade reading assessment shall be considered for retention if the student has not adequately improved by the end of summer school. Further, if any student fails to attend remediation assigned as a condition of promotion, the student will be retained.

Missouri State High School Activities Association (MSHSAA) Activities

Sturgeon Middle/High School Athletic & Activities Handbook

The purpose of this handbook is to help you better understand the objectives of our athletic and other activities program. The ultimate objective is to provide educational and recreational experiences, which will help to make a better person of each student participant.

We believe that the experience of good athletic training will aid in developing into more well rounded individuals. For students and participants to develop to their fullest potential, training rules must be followed. This handbook outlines the rules for the Sturgeon R-V athletics and activities and are subject to these rules and to the disciplinary action outlined in this handbook.

Sturgeon Middle/High School Athletic/Activities Department Mission Statement

The Athletic/Activities Department serves as an integral part of Sturgeon Middle/High School, and its mission is to educate the whole person. Each sponsor is considered an educator who aids in the physical, social, intellectual and emotional growth of each and every student who chooses to participate.

Expectations:

1. Athletics/Activities are co-curricular elective activities and as such, participation is contingent upon meeting criteria consistent with the mission and standards of the Missouri State High School Activities Association (MSHSAA), Sturgeon School District and Activity Department.
2. All student participants and sponsors are considered representatives of the Sturgeon R-V School District and therefore are expected to compete and conduct themselves in a sportsmanlike and appropriate manner at all times.

The Sturgeon Middle/High School Programs shall be based on the following:

- Fundamentals and knowledge of the sport/activity are to be taught and emphasized.
- Conditioning of all students for each activity is to be emphasized through a rigorous training program

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- Organization/Philosophy of each activity is to be emphasized through a plan from the sixth grade through the varsity level with the plan to serve as a basis for the organization of daily practices. Middle school sponsors should consult with the varsity level sponsors to ensure cohesiveness in the program.
- A **positive** approach to directing the athletic/activities program is to be displayed by all sponsors in their dealing with students to foster the spirit of teamwork and cooperation amongst each other.
- Sportsmanship is to be emphasized by all sponsors through teaching and setting an example.

Programs Offered

High School Level	Middle School Level
Basketball	Basketball
Softball	Softball
Track	Track
Baseball	Cheerleading
Golf	Scholar Bowl
Scholar Bowl	Choir
Cheerleading	Band
Band	Cross Country
Choir	
Speech/Debate	
Cross Country	

Interscholastic Opportunities

Interscholastic Athletics /Activities is recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's athletic /activities program rests with the Board of Education. The responsibility for administering the athletic/activity program of the school, however, is delegated to the Activity Director and the school Principal. Sturgeon R-V is committed to the belief that participation in interscholastic sports is a privilege, not a right, and requires individual responsibility by the team, school and community. Sturgeon High School is a member of the MSHSAA and shall be regulated by the code of this association, which has been established by a vote of all member schools. Sturgeon R-V is a member of the Central Activities Conference (CAC) and as a member, will adhere to the rules and regulations of the conference.

All standards, rules, off-season issues, and policies apply year round to student athletes. Students are subject to the Sturgeon R-V School District discipline policy as outlined in the student handbook, as well as the specific rules in the athletic/activities handbook, and the MSHSAA Official Handbook. Copies of these policies and rules are available in the office or from the Activity Director.

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Student Participant Standards

This section of the athletic/activities handbook explains some of the responsibilities associated with interscholastic programs at Sturgeon. It is intended to serve as a source of information and as a guide for students and their parents.

1. **Attendance at school and practices:** All student participants are expected to attend all practices in order to participate in interscholastic contests/competitions. The sponsor may excuse students from practice for legitimate reasons or absences. An unexcused absence from practice will result in disciplinary action by the sponsor. Unexcused absences the day before the contest or on the day of the contest will result in the student NOT being allowed to participate in interscholastic sports/activities on that day (ACP/ISS is considered an unexcused absence). **Students must attend a minimum of 4 hrs of the school on the day of a contest/activity.**

2. **Athletic/Activity Equipment:** All student participants are responsible for the preservation of the school equipment. Equipment issued to students must be returned to the coach/sponsor at the end of the season. Students will be held financially responsible for any lost or misplaced items. Deliberate mutilation of school property or equipment will be charged to the student. Equipment includes any uniforms or clothing, which is issued by the sponsor for the purpose of participation in a particular activity. Students, who do not return school issued equipment or who do not pay for lost or damaged equipment, will not be allowed to participate in any further interscholastic competition until the issue is resolved.

3. **Transportation:** Bus service is provided to all students for all away games, events, and meets. Students are expected to ride to and from athletic/activity contests on transportation provided by the school. A student will be released to a parent or guardian with the approval of the coach or sponsor. Parents are to sign out their student on the form in the coach or sponsor's possession. MSHSAA consequences will be enforced for violation of this regulation. Students who violate this policy and drive themselves to an activity will not be allowed to participate in that activity. Extenuating circumstances should be brought to the attention of the principal at any time.

4. **Medical Examination:** No student is to participate in a practice or game until he/she has been examined by a doctor, and the Activity Director or sponsor has received the physical examination form. See MSHSAA Bylaw 3.8.1

5. **Insurance:** Students participating in interscholastic sports must be covered by some type of insurance. Insurance information must be submitted to the sponsor or Activity Director along with a current physical form before the student is allowed to participate/compete. MSHSAA Bylaw 3.8.2

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6. **Athletic Injuries and Care:** All injuries must be reported to the supervising sponsor immediately. In case of an emergency, students will be sent to the nearest medical facility, unless the parent/guardian specifies elsewhere. Parents will be contacted immediately, if medical care is needed. Should an injury be discovered after the student has returned home, the sponsor should be contacted at once. Before returning to action the sponsor will talk to the parent or guardian.

7. **Conditioning:** Usually, the physical condition of a student affects the outcome of athletic/activities competition. A student must be in good condition to perform at his/her maximum potential. Proper diet and rest are essentials in the conditioning of a student. Missing practice for excused or unexcused reasons results in missing conditioning time. Missing practice will require the student to make up the lost day of conditioning when the student returns. The makeup conditioning will be determined at the sponsor's discretion. Practice missed due to an injury with a doctor's note will not be required to make up the conditioning.

8. **Defacing or Destroying Property:** Any student who defaces or destroys property of the Sturgeon R-V School District, staff members or the school district, or of any other districts at away games and events will be subject to parent notification, any assessed damages, and suspension or discipline by sponsors and/or principal.

9. **Unsportsmanlike Conduct:** Such acts, which are malicious in nature during a contest and resulting in ejection, shall cause the student to be ineligible to represent the school for at least the next contest. A student who commits such an act, but is not ejected, may also be subject to at least a one game restriction from representing the school. Each case of this type is to be reviewed by the Head Coach, Activity Director, and Principal before a final decision is made.

10. **Academic Guidelines:** The guidelines for academic standards/eligibility are found in the *Extracurricular Participation Policy,* which follows.

11. **Citizenship Guidelines:** The guidelines for citizenship follow in the *Extracurricular Participation Policy,* which follows.

12. **Alcohol/Drug/Tobacco Use:** The guidelines for alcohol/drug/tobacco use by student athletes also follow in the *Extracurricular Participation Policy - Drug and Substance Abuse,* which follows.

13. **Due Process Rights:** All due process rights are outlined in the *Extracurricular Participation Policy,* which follows.

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Parent - Coach/Sponsor Communication

Parent Coach/Sponsor Relationships

Both parenting and coaching are extremely challenging jobs. By establishing an understanding of each other's position, we are better able to provide greater benefits to the young people under our care. As parents, when your children become involved in one of our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach/sponsor of your child's program.

Communication you should expect from your child's coach/sponsor

1. Philosophy of the school district athletic/activities programs
2. Expectations the sponsor has for your child and all the students on the squad.
3. Locations and times of all practices and contests.
4. Team requirements; i.e. practices, special equipment, out of season conditioning.
5. Procedure to follow should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

Communication sponsors expect from parents

1. Concerns expressed directly to the coach/sponsor.
2. Notification of schedule conflicts well in advance.
3. Specific concerns with regards to District's philosophy and/or expectations.
4. Specific individual issues about the child, the coach/sponsor should know in order for their child to safely participate.

As your children become involved in the programs at Sturgeon R-V Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that your child wishes. At these times, discussion with the sponsor is encouraged.

It is sometimes very difficult to accept when your child is not playing as much as you may like. Sponsors understand this also; however, they must make judgment decisions based on what they believe to be the best for all students involved. As you can see from the list following, certain topics are appropriate to discuss with the sponsor while others must be left to the discretion of the sponsor.

Appropriate concerns to discuss with sponsors

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.

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3. Concerns about your child's behavior.

Issues that are NOT appropriate to discuss with sponsors

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

Procedures for Solving Conflicts

There are situations that may require a conference between the sponsor, students and sometimes a parent. These conferences are encouraged. It is important that clear lines of communication are kept open between all involved parties to ensure a positive participation experience for all. When these conferences are necessary, certain procedures should be followed to help promote a resolution to the issue or concern.

We encourage the young people in our programs to consult with their sponsor/sponsor first before parents may need to become involved. This helps students develop problem solving skills and helps build positive relationships between the student and sponsor. However, if you have a concern that needs to be discussed with the sponsor, please follow the procedures below:

1. **Please do not confront the coach/sponsor before or after a contest or practice. In order to avoid tense situations, we have implemented a 24 hr. rule. Please do not approach/confront the coach/sponsor until 24 hrs. after the contest has occurred.**
2. Call/email to set up an appointment during normal school hours. Please do not call coaches or sponsors outside of school hours.
3. If the meeting with the sponsor does not provide a satisfactory resolution, an appointment may be made with the activity director/principal to discuss the situation.
4. The athlete must be present at any parent meeting.

Extracurricular Participation Policy

Extracurricular Activities

The privilege to participate in extracurricular activities will be granted to those students meeting grade and behavior standards set by the school:

A. Academic Standards

Students who participate in extracurricular activities shall:

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a. Students must be currently enrolled in courses offering 3 units of credit and have passed six subjects the preceding semester. Credit earned during summer school may count for determining eligibility. Up to one credit may be earned in summer school and be applied to the previous semester credits. However, not all classes count. Check with the activity director for more information. A repeated class already passed or an audited class does not count toward the 3.0 units of credit.

b. Grade Checks/Academic Probation: Grade checks are completed at mid quarter (see link, school events page) and at the end of each quarter (see/attach link). Any student placed on Academic Probation (see below) will be found ineligible for (practice/contest) for a minimum of seven calendar days. The student is responsible for getting the AP form signed off on by the teacher, and delivering to the Principal/AD once the seven days have passed and the grade meets eligibility standards as set for by the Sturgeon R-V District.
    i. Non Eligible: (1) F, or (3) D's

B. Citizenship Standards

a. Meet guidelines established in the extracurricular policy as set forth by the Board of Education.
b. Follow other standards and policies as set forth by the sponsors and organizations.
c. Maintain high levels of respect for staff, school, others and self during the school year (see below).

Citizenship Guidelines

Participation in school extracurricular activities is a privilege.. not an inherent right.. granted if a student meets the eligibility standards as set forth by the MSHSAA and the Sturgeon R-V District. According to the district and MSHSAA eligibility standards, students who participate in extracurricular activities must be good citizens in their school and community. More specifically, any student who represents his/her school in interscholastic activities must be a creditable citizen and be judged so by the proper school authority certifying the list of students for competition. A student whose character or conduct is such that it reflects discredit upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline. Classroom disruptions or disrespect shown towards staff members or other students are a vital part of the citizenship guidelines.

MSHSAA Citizenship Requirements - Bylaw 2.2

2.2.1 Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose

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character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

2.2.2 Law Enforcement:

a. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies.
b. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
c. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.

Students are allowed to practice but may not attend or participate in a contest or game.

2.2.3 Local School:

a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
b. The eligibility of a student who is serving detention or in-school suspension (ACP) shall not be considered eligible until all aspects of the suspension are completed.
c. A student shall not be considered eligible while serving an out-of-school suspension.
d. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
e. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
f. Each school shall diligently and completely investigate any issue that could affect student eligibility

2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

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Participant Code of Conduct

The following violations and consequences are **minimum** guidelines only; all coaches/sponsors have the right to impose additional consequences within their respective programs as they see fit.

Incidents that may occur, which are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration, Activities Director, and Sponsor. Final decisions of all incidents will be at the discretion of the administration.

The loss of a student's privilege to participate carries over to the next season in which a student participates if the suspension cannot be completed by the end of the current season. A season is defined as fall, winter, or spring. Violations will not accumulate for a student's high school career; however suspensions may carry over from one school year to another. If a student's participant is in violation of this code regularly, participation privileges can be revoked indefinitely.

Hearsay and/or anonymous sources will not be used to substantiate violations of this code. A violation of this policy can be sustained either verbally and/or in writing by:

- A law enforcement official
- A medical official
- A faculty member/school administrator
- A school administrator
- The parent of that student participant
- The confession of that student participant

Drug and Substance Abuse

A student participating in the athletic or an activities program in the Sturgeon R-V School District will be subject to disciplinary action if he or she violates the Athletic/Activity and Extra-Curricular Code of Conduct. While the Athletic Department promotes healthy and physically fit bodies to be able to absorb the physical demands of sport competition, the use of performance enhancing drugs is strictly prohibited. First of all, they are illegal, but secondly, and very important for young people, is that problems associated with the use of these drugs are numerous and very harmful to the chemical balance of the human body.

- **First Violation:**

Alcohol, Tobacco, Tobacco products (vaping), and other drug violations:
For the first violation the student will receive a suspension of up to 30 calendar days from all extra-curricular activities, including performances, activities, and competitions held during this period. This penalty will be reduced by a maximum of 10 calendar days (reduction could be less) if the student successfully completes a school approved chemical awareness program.

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- **Second Violation:**

Alcohol, Tobacco, Tobacco products (vaping), and other drug violations: A suspension of up to 365 calendar days, including suspension from all performance, activities or competitions and other extra-curricular activities or practices during this period. To be allowed to participate again in any activities, the student must successfully complete a school approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.

- **Third Violation:**

Alcohol, Tobacco, Tobacco products (vaping), and other drug violations: Up to permanently suspended from participation in all in-season or off season activities for the remainder of their school career.

Any student accused of violating these policies is entitled to the due process procedures alluded to in this handbook.

These violations are cumulative in grades 6th-8th then reset at grade 9 and are cumulative for grades 9th-12th. These violations do not reset each school year.

Due Process

Student participants who are disciplined for violating any of these standards will be afforded due process. The student will be allowed to explain their position to the Coach/Sponsor and or Activities Director before any penalties are invoked. If the disciplinary action results in the suspension of a participant in an extracurricular or co-curricular program for more than one week, the student participant may appeal in writing within 10 days of the infraction to the Activities Director, Principal, Superintendent/Board of Education, according to their policies and procedures.

Lettering Regulations

Each designated varsity sponsor has/will implement their lettering guidelines and communicate that to the students/parents during the first parent meeting for their particular sport/activity.

Game attendance as a spectator (parent/student)

Parents and students are encouraged to attend any and all activities they wish. Spectators are expected to follow all school rules (home/away) and exhibit strong sportsmanship behavior. Those found not to exhibit good sportsmanship at any contests/activities are subject to loss of attendance privileges set forth by the Sturgeon R-V School District. First offense will result in a warning, second offense will result in a 2 week suspension from any contest/activities. A third offense will result in a suspension for the rest of the season for that particular sport/activity

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Activity competition and academic achievement often go hand-in-hand. It is with this in mind that interscholastic competition is made available. The Sturgeon R-V School District employs a full-time, certified Activities Director.

The Activities Director is responsible for setting the schedule of competitions and ensuring compliance with all the regulations of the Missouri State High School Athletics Association (MSHSAA). Any questions or comments about the athletic program should be directed through the Activities Director.

The Sturgeon R-V Middle School provides the opportunity for 6th, 7th, and 8th grade interscholastic competition. Both men's and women's competition is available and all interested students are encouraged to participate. At this time, the activities offered include Softball, Basketball, Cheerleading, and Quiz Bowl (academic competition) and Track.

Each participating student must meet eligibility requirements of the Missouri State High School Athletics Association (MSHSAA). These requirements include medical, academic and citizenship standards. Each student must provide evidence of a physical examination from a licensed physician prior to beginning practices. Each student must meet the academic requirements established by MSHSAA. If the student does not meet the minimum academic requirement, they can be subject to long-term suspensions from competition or even expulsion from the team. In other words, academic eligibility for any given semester is determined by the previous semester's cumulative grade report. Each student must demonstrate good citizenship by adhering to the rules and regulations of the school district. Disciplinary action leveraged against a student participating in activities can include suspensions from competition and expulsion from the team (see Activities and Extracurriculars Handbook). For more information about each season's competition schedule, please contact the Activities Director by phone or by logging on to our website at http://www.sturgeon.k12.mo.us

All students must be in attendance for 50% (approximately 11:45AM), on any given school day, in order to be eligible to participate in any school related activity. All students must be in attendance for at least 50% on the last day of school of a given week in order to be eligible to participate in any school related activity occurring on the following weekend.
*All activity information is also available in the district athletic and activities handbook.

Grade Checks–Extracurricular Activities (Including Athletics)
Every student enrolled at Sturgeon Middle School will receive grade checks by the Middle School Principal and Activities Director approximately every three to four weeks. The grade check will include a class work grade from each student's teacher.

Any student receiving two “F's” or a combination of three “D's” or “F's” as either class work or citizenship grades will be placed on academic probation for a maximum of ten

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consecutive days unless grades are improved to performance level requirements. If placed on academic probation, the student cannot attend or participate in any school sponsored extracurricular activity.

School sponsored extracurricular activities are activities offered before, after, or during school hours that are not directly tied to a student's grade in a class.

At any time within ten days, it is the responsibility of the student to contact the teacher(s) in which the inadequate grade(s) was issued or the Middle School office to obtain a grade report. If the student is no longer earning two “F's” or a combination of three “D's” or “F's”, the student then takes the grade report to the Middle School Principal for reinstatement.

If the student has not been reinstated after the ten day period, the student must wait until the next grade check for an update. The days of student probation will begin the day after the grade check has occurred.

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.
Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.
The District may require participation in components of instruction required for participation in certain activities. The District’s disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements.

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School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. Announcements will be made on the Apptegy notification system, the District website and Facebook, and
ABC: KMIZ (Columbia channel 17), CBS: KRCG (Columbia channel 13), NBC: KOMU (Columbia channel 8). Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S
Arrival
Students should NOT arrive before 7:15 a.m. Breakfast is served from 7:15-7:40 a.m. It is the parents' responsibility to see that their child does not arrive at school before entry time. If a student is eating breakfast, it is the parents' responsibility to drop their child off early enough so the child is done eating breakfast before 7:40 a.m. Classes begin promptly at 7:45 a.m. Supervision will be present at school from 7:15 a.m. until 4:00 p.m. Parents should not drop off or leave students at the school during unsupervised periods. The District will not be responsible for supervising students outside the stated times listed above.

Dismissal
Sturgeon R-V Elementary dismisses at 3:45 PM daily. Students who ride the bus will be dismissed through the North doors. Those students who are walkers will be dismissed through the East doors under adult supervision as the last students to depart from school to avoid bus and parent pick-up traffic. Parents picking up students should follow the arrows and lanes on Patton Street going around the school and past the ball field. Students are not supervised after 4:00 PM, and parents are responsible for ensuring students are supervised directly following dismissal.

Change of Procedure
Parents/Guardians should call or email if a child is to do something other than his/her normal routine before, after, or during the school day. We need to know where your child is going, how they are to get there, whom they are going with, etc. THIS INFORMATION MUST BE IN WRITING. PHONE CALLS CAN BE ACCEPTED IF POSITIVE IDENTIFICATION OF THE CALLER CAN BE ASSURED BY SCHOOL PERSONNEL BEFORE 2:00 P.M.

Early Departure

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When a child is to be excused early, it would be in the best interest of your child's safety if you adhere to the following procedure:

1. Parents, guardians or Emergency Contacts should pick up their child.
2. Report to the office and we will have your child meet you there.
3. If you are unable to pick up your child and have given permission to someone not listed on your enrollment paperwork as an emergency contact, please send a note or call the teacher/office indicating the time you want your child excused. Parents are asked to make such requests for legitimate reasons only.

Leaving School
Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller. Additionally, students will only be dismissed to those individuals authorized/listed on the registration card unless a parent gives written consent or calls the office. This is to ensure the safety of our students.

Class Schedules/Bell Schedules
Middle School Bell Schedule
Arrival: 7:15-7:45 am
1st Hour: 7:45-8:37 am
2nd Hour: 8:40-9:37 am
3rd Hour: 9:40-10:37 am
4th Hour: 10:40-11:37 am
Lunch: 11:40-12:05 pm
5th Hour: 12:08 pm- 1:05 pm
6th Hour: 1:08-2:05 pm
Advisory: 2:08-2:45 pm
7th Hour: 2:48-3:45 pm
Dismissal: 3:45 pm

Part-Time Attendance
Although the district believes that all students will benefit from attending the Sturgeon R-V School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time.

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Withdrawal
The parent or guardian should notify the principal, if a student is to be withdrawn from school. All supplies, materials, and textbooks belonging to the school are to be turned in. In addition, impending financial matters, such as library fines, etc. should be paid.

Field Trips
Elementary/Middle School Teachers may schedule field trips as part of the instructional program. All students must return a permission slip signed by the parents/guardians in order to attend any activity away from the Sturgeon R-V School campuses. Parents may attend field trips; however, parents will not be allowed to ride the school bus with their child.

Please notify the school nurse if your child is scheduled for a field trip and will need medication that day. This will help ensure that your child will receive their medication while on their trip.

8th Grade Graduation Field Trip
In order to attend you must:

- Not be on Academic Probation (a grade check will be performed at 12:00pm the day before the trip)
- No more than 4 office referrals the entire school year and NO Safe School Violations
- No more than 3 days of ACP or OSS (this includes tardies)
- Student must have a 90% or higher attendance rate for the year, or have the consent of the Attendance Committee
- Students who are unable to attend the field trip will have their money returned.

The building Principal reserves the right to deny any student attendance on a field trip, as field trips are a privilege not a right. (Examples: multiple office referrals or excessive absences or tardies)

Recess
General Guidelines for Recess
Recess shall be outdoors unless inclement weather would require students to be inside. Generally, students will stay inside if the temperature or the wind chill falls below 32 degrees, or if the playground is muddy or snow covered. Please dress your children appropriately for playing outside. All students are expected to go outside and play if instructed to do so, regardless of how they are dressed.

Outside Recess – Rules and Regulations

1. <u>One whistle</u> – activity stops and students will look toward and listen to the supervising teacher.

<u>Two whistles or specified bell</u> - activity stops and students will move to class lines.

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2. Do not play tag on playground equipment.
3. Wrestling, fighting (real or play), rough play are not allowed on the playground.
4. No one is allowed to leave the playground area without the supervising teacher's permission.
5. Sticks, rocks, mulch and dirt are not to be thrown and are to be left alone.
6. The school will provide balls for each classroom. Please do not bring any from home.
7. Ball fields may be used only with permission of the supervising teacher.
8. Balls should not be thrown or kicked at students and/or playground equipment.

Indoor recess will occasionally be in the gym. If the gym is unavailable, recess will be in the classrooms. All children will need gym/tennis shoes for indoor recess and physical education classes. They are only for use on the gym floor and will be kept in the classroomDeliveries
All deliveries must be dropped off at the office.

Parties/Celebrations
All food must be store-bought and unopened with a nutrition label.

Lockers
For 5th-8th grade, the locker will be assigned at the beginning of each school year as a part of the registration process. The administrative assistant to the principal will assign the student's lockers. Students wanting to put a lock on their locker may do so at their own expense. The lock must be a combination lock, and a copy of the combination must be given to the office. Accommodations will be made for students with special needs. Each student is required to maintain the lock and the locker. Any damage to the locker will be assessed to the student and they will be held responsible for paying for repairs or replacements. All stickers, paint, or other permanent substance will be removed by the student and/or at their expense.

Only school approved locks will be used to secure lockers. The principal (at the expense of the student) will remove any non-approved locks. In addition student lockers are school property and therefore will be subject to periodic and unannounced administrative searches.

Textbooks
Textbooks, if issued; free of charge to all students enrolled. Students are responsible for proper care of the texts. Teachers maintain a log matching the books issued to the student. At the end of the year, the texts will be examined. Any books returned that are not serviceable will be charged to the student. There will be no fee for books returned in good repair.

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Student Publications
All student-generated articles for any school-sponsored media are subject to review and approval by the facilitating faculty member and/or building administration.

Library
The library is to be used by students for specific purposes. Research, expanding on the regular curriculum and leisure reading constitute appropriate usage of the library. The quiet atmosphere of the library invites students to enter and learn new ideas. Talking above a whisper is allowed when working on a group project, reading with a partner, or participating in a storytime session or skills lesson. Any student not making good use of library time will be asked to return to the classroom.

All books and magazines should be returned in the drop box near the entrance. Students should not re-shelf material on their own. Please let the library staff know if a book has been damaged.
Books are checked out to students for a two-week period. If additional time is needed, they must bring in the book(s) to renew them for two more weeks. Elementary students may check out a maximum of two books at a time. Magazines are also checked out like a book by bringing it to the Circulation Desk to receive a manila folder.
Ready Reference materials are available for library use and classroom use only. They are not available for students to check out.

Students can use the computers in the library. Use of the computers is a privilege and violating computer-use rules may result in the loss of the use for a given time set by the librarian or principal.

Students are responsible for any materials they check out. If your library book is lost, stolen, or borrowed by a friend…the student whose name is on the account will be ultimately and financially responsible for all materials. Access to library materials may be revoked for not satisfying a financial obligation by the end of each semester.

Phone
Students may not place non-emergency phone calls on an office phone. Non-emergency phone calls include forgetting a permission slip, reminding a parent of practice time, asking a parent to bring something to school (homework, clothes, lunch, etc.). In the case of an emergency, students may use office phones. Students will not be called out of class for a phone call unless it is an emergency.

<u>District Policy Information</u>
Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

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No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the front office.

All District policies can be located at: https://egs.edcounsel.law/sturgeon-r-v-school-district-policies/

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint,

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and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative
The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed.

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

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Safety F-225-S
Each building is inspected for its safety and adherence to state required regulations as directed by the Department of Elementary and Secondary Education. Further information on this topic is available through the Office of the Superintendent. The high school building is equipped with video cameras which may be used to record activity during the school day.

It is necessary to participate in evacuation drills. These drills are conducted in the event of a real emergency. Drills in the event of a fire, tornado, earthquake, or intruder are conducted twice each year. Emergency procedure flip charts are posted in each classroom. These protocols include the evacuation routes (both primary and secondary) that should be used.

In an actual emergency and during drills, it is of absolute importance that students follow strict instructions. No deviation from the standard will be accepted or tolerated.

It is important for every student to know that lighted exit signs are in place at all exits and that adequate safety equipment is available and in good working condition.

An AED and First Aid Kit are mounted in the commons area adjacent to the gymnasium entrance. Each room is equipped with GoKits in the event of an emergency.

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S
The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

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Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Drug Testing Consent Form*

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F-265-P Technology Usage Agreement Form Form B
Student Technology Usage Agreement
Students
I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form
As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____
*Students 18 years of age or older may sign this release form for themselves.

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C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

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S-196-S Drug Testing Consent Form Form

Drug Testing Consent Form

6-12th Grade Student Activities Drug Testing Policy

Sturgeon R-V School District

Approved by the Sturgeon R-V School Board August 2007

Participant Name: _____ Grade: _____

I, the undersigned participant in the extracurricular and/or co-curricular activities program in the Sturgeon R-V School District, located in Sturgeon, Missouri, am willing to consent to take a drug screening for illegal substances in accordance with the Sturgeon R-V School District policies and procedures. I understand the restrictions that would be imposed on me for failure to consent to the drug screening test. I also understand that the results of such tests will be considered toward determining my continued eligibility for participation in school activities.

I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Sturgeon R-V School District and to have a drug testing collection agency and/or testing laboratory designated by the Sturgeon R-V School District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e. telephone, teleprinter, facsimile, computer, etc.

HIGH SCHOOL STUDENTS ONLY:

Any student wishing to participate in athletics or any other extra-curricular activities, or park on campus at Sturgeon High School will be subject to random drug testing. Parent consent forms much be signed and returned to the office within 10 days of the beginning of the school year.

If a student chooses not to turn in a signed drug consent form within 10 days, they will be ineligible for any athletics, parking, field trips, or other extra-curricular/co-curricular activities. Please refer to the Sturgeon R-V Athletic/Extra-Curricular Handbook for details on the districts drug testing policy. (Extra-curricular activities include all school sponsored dances.)

Signature of Student Participant:

Signature of Parent/Guardian:

Date: _____

School - Parent – Student – Compact
Title I Program

Sturgeon R-V Schools
SCHOOL-PARENT-STUDENT-COMPACT
Title I Program



Sturgeon R-V School District and the parents of students participating in Title I activities, services and programs, agrees that this compact outlines how the entire school staff, the parents and the students will share the responsibility for improved student academic achievement.

School Responsibilities

Sturgeon R-V Schools and its staff will:

+ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows:
  - Retain highly qualified principals and teachers,
  - Provide instructions, materials and high quality professional development which incorporates the latest research, and
  - Maintain a safe and positive school climate.
+ Hold annual parent-teacher conferences to:
  - Discuss the child's progress/grades during the first quarter,
  - Discuss this compact as it relates to the child's achievement, and
  - Examine the child's achievement and any pending options at the end of third quarter.
+ Provide parents with frequent reports on their child's progress as follows:
  - Weekly packet from the classroom teacher,
  - Monthly suggestions from the classroom teacher,
  - Mid-quarter report mailed from the school, and
  - Quarterly grade cards/reports sent home by the school.
+ Be accessible to parents through:
  - Phone calls or person-to-person meetings,
  - Scheduled consultation before, during or after school, and
  - Email.
+ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
  - Listen to children read,
  - Help with classroom decorations, art projects, etc. and
  - Assist with holiday programs or parties, educational trips, etc.

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Parent Responsibilities

I, as a parent or guardian, will support my child's learning in the following ways:

+ Make sure they are in school every day possible,
+ Check that homework is completed,
+ Be aware of my child's extracurricular time and activities, and
+ Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilites

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards, and will:

+ Attend school every day possible,
+ Be respectful towards others,
+ Do my homework everyday and ask for help when I need it,
+ Read every day outside of school time, and
+ Give all notes and information from my school to my parents/guardian daily.

Parent/Guardian Signature Date _____

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Sturgeon R-V Preschool
2026-2027 Handbook



Sturgeon R-V School District

210 W. Patton

Sturgeon, MO 65284

Phone: (573)-687-3519 Fax: (573)-687-1226

Administrative Staff of Sturgeon Elementary School

Dr. Dustin Fanning, Superintendent of Schools
573-687-3515

Mrs. Christina Ridgeway, Special Education Director/504 Coordinator/Preschool-ECSE Director
573-687-3519

Ms. Jamie Boyd, K-8 Principal
573-687-3519

Mr. Jeff Carr, Director of Operations
573-687-3515

Preschool Staff

Mrs. Christina Ridgeway 573-687-3519	Preschool Director
Ms. Mercedes Dennis 573-687-3519	Preschool Teacher
Mrs. Brittani Nole 573-687-3519	Preschool Teacher

Early Childhood/Early Childhood Special Education Mission and Vision

Mission: The belief of the Sturgeon R-V School District's Early Childhood (EC)/Early Childhood Special Education (ECSE) Center is to provide high quality education programs whereby all students are empowered to reach their individual potential, respect and value themselves and others, and become lifelong learners.

Vision: The vision belief of the Sturgeon R-V School District's Early Childhood (EC)/Early Childhood Special Education (ECSE) Center is to:

- Promote a language-rich environment
- Foster opportunities for academic, developmental and social-emotional growth through play-based instruction

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- Encourage relationships that are accepting of all abilities through an inclusive environment
- Differentiate academic and social environment that supports all students
- Teach problem solving and self regulation through recognizing and managing emotions
- Support the growth development and needs of staff and families
- Facilitate a successful transition to Kindergarten and beyond
- Collaborate with community-based resources to promote awareness and understanding of our vision

Note about this program: There is not a guarantee from year to year of the overall structure of the program. The purpose of this program is to be able to service as many students as we can. In order to service all students, each year we must evaluate the offerings we have and the needs of all children. From there, the center will set the placements for students.

Currently running a blended program: Each session will have a set number of ⅘ year olds and ¾ year olds.

Hours of Operation

Morning preschool runs from 7:15-10:55 (Doors open at 7:15).

Afternoon preschool runs from 12:15-3:55. (Doors open at 12:15)

Curriculum

The curriculum that the Sturgeon R-V preschool currently uses is called the ELLC -The Emerging Language and Literature Curriculum. Below are a list of Units that the children will be introduced to throughout the school year:

Same/Different and Feelings

Circus

Apples

Shapes and Grocery Store

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Pumpkins and Sounds

Families and Nature Walks

Cookies and Smells

Seasonal Celebrations

Dressing for Winter

Snow and Snowmen

Post Office and Beyond

Homes

Size Order

Stores and Shopping

Transportation

Farms

Zoo

Pets

Insects

Camping

Gardening

Ocean and Ecology

Toilet Habits

Children enrolled in the preschool program are expected to be independently toilet trained. We will treat any accidents very matter-of-factly and assist your child in changing into dry clothes if an accident occurs. If frequent potty accidents occur at preschool, you will be notified by your child's teacher. A plan will be put into place to ensure your child is being successful here at school.

Food Services/Snack Rotation

Milk is an option in preschool during snack time. Milk must be purchased if the child desires a carton of milk. Price of milk is $.45 per carton. If your child does not have milk money on their account, your child will be given water or juice for snack.

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Your child's teacher will provide a monthly calendar with a snack rotation. If you have questions about the snack rotation please contact your child's teacher.

Check Policy

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

Accident Reports:

In the event of an accident during preschool hours, an accident form will be filled out by the staff stating the time, place and nature of the accident. This form will be signed by the teacher. The original will be placed in your child's backpack and a carbon copy will be placed in your child's file. In the case of serious accidents, the parent(s) will be notified and further action will be taken.

School Supplies

1 backpack large enough to fit a folder

1 dishwasher safe water bottle

Ziplock bag with a change of clothes and labeled with child's name (weather appropriate)

Extra clothes

Please make sure that your child has an extra change of clothes in a ziplock bag, in case of accidents, spills or in the event that we fall in mud or water on the playground.

Transportation:

- Transportation is not required for preschool. We are working hard to be able to provide transportation for this program. Door to door/curb to curb is not guaranteed. After receiving all requests, we will review them to determine the midday route. This will include specific points of pickup and drop-off. Closer to school starting you will be notified of specifics for your child. The school will follow the school route for mornings and afternoons. **If your child is 3 years of age they are not allowed to ride the bus to school in the mornings or from school in the afternoons until they turn 4 years of age.** Midday transportation will be available.

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- Any time the regular transportation is changed, you will need to call/email the elementary office @ 573-687-3519, option 1.

The Consequences of a "School Bus Conduct Report" and "School Bus Rider Expectations" referred to in this Handbook applies to Preschool students.

Attendance

Early intervention for students is extremely important, therefore your child's attendance is also extremely important. We understand there will be times when your child must miss school. Preschool will follow the K-8 attendance policy by encouraging your child to not miss more than 5 school days a semester. If for some reason, your child has missed more than 15 days unexcused they will be unrolled from Preschool. Your child will be placed at the bottom of the waiting list and worked back through as we have openings.

General Guidelines for Student Conduct

There are two prevailing beliefs that govern general classroom conduct. These two beliefs are: ***No student has the right to interfere with a teacher's teaching.***

No student has the right to interfere with another student's learning.

What follows are more specific guidelines for appropriate conduct in class:

1. Be prepared for class each day.
2. Have all appropriate materials with you when you report to class.
3. Be in your assigned seat when the tardy bell rings.
4. Use language that is appropriate to the classroom setting. Use of profanity will not be tolerated. Further guidance on this topic can be found in the section governing student discipline.
5. Teachers dismiss classes, not the bell.
6. Any movement of classroom furniture, manipulation of classroom light switches or window dressings should be by consent of the teacher only.
7. Students will show respect to one another and will show respect to staff members.

Other classroom rules may be posted and enforced at the discretion of the individual teacher. The above listing is not all encompassing.

Leaving School Grounds during the Instructional Day

No student will be allowed to leave school property during the instructional day without either parental or administrative consent. *Violations of this rule will result in immediate discipline from school.*

If it is necessary for a student to leave school, parental consent must be attained. In the absence of parental consent, the request will be denied. Prior to departing, the student

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will report to the principal's office and secure a ***Permit to Leave the Building***. With the permit in hand, the student is free to go. Should the student return to classes during the same day, s/he will report to the principal's office and sign back in.

Early Pick-Up of Students from School

All parents/guardians must stop at the Elementary Office and sign-out their child before leaving the building. **Do not go straight to the classroom.** This will help to ensure student safety and is less disruptive to classes. No student will be permitted to wait outside the building or at the entrance doors for pick-up due to safety concerns. All parents/guardians must come inside.

Students will be called to the office once the parent arrives and checks in at the office. Students will not be permitted to wait in the office. This will ensure maximum classroom instructional time. Please plan your schedule to allow time for proper pick-up of your student. Exceptions will not be made because of tardiness. If you know you will be picking up your student early, please notify the school so that the teacher can prepare them for early pick-up. When the teachers are aware of this, they can better plan with homework and time out of the classroom.

If a student has a transportation change, please contact the elementary office before 1:00 p.m. to ensure proper time to process the change.

Student Dress

Students will dress in a manner that is consistent with the professional atmosphere of the school. **Students should be covered from the shoulders to the mid-thigh.** Clothing with holes exposing areas from the shoulders to the mid-thighs is not appropriate for school. Any article of clothing which brings into question the good judgment of the student may be suspect, may be sent to the school Nurse to change and may also require the student to leave school to change into more appropriate attire.

Students are **not** to wear shirts advertising alcoholic beverages or tobacco products, shirts that advocate or criticize an affiliation with a known hate group, or shirts that bring inappropriate attention to human sexuality. Shirts are also to be long enough to meet their pants/shorts standing **and** when sitting down. Acceptable shirts **do not** include spaghetti strap shirts or shirts that are revealing. In specific no “belly” shirts. Students' shorts are to be long enough that if they place their hand down to their side, their shorts/skirts/dresses should be longer than their middle finger. If students are wearing clothes that are not according to these guidelines they will be asked to change or have a parent bring them proper clothing. Due to the professional atmosphere the school requires, no student will be authorized to wear a hat and/or hood inside the school building unless worn for religious purposes. **Students will be expected to place their hat in their backpacks or their lockers upon entering the building.** No student is permitted to carry their hat from class to class. Students who cannot comply with this request will be disciplined as insubordinate and disruptive to the school environment.

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In addition, students, while on school property, on school time will not be allowed to wear clothing that:

1. Advocates or criticizes an affiliation with a known hate-group.
2. Advertises alcoholic beverages or tobacco products.
3. Brings inappropriate attention to human sexuality.
4. Exhibits or displays language and/or symbols with inappropriate double meanings.

The following are some examples of clothing that are **not appropriate** for school:

- Shirts that expose the belly and/or lower back when standing or sitting
- Shirts that expose or reveal undergarments such as bras and bra straps
- Spaghetti strap shirts
- Shirts that are revealing in the shoulders and/or upper body such as low cut shirts and/or racer back type tank tops
- Shorts and skirts that are not longer than the students' middle finger when standing with hands down to their sides (mid-thigh)
- Pants, shorts, or skirts that sag or hang/ride low on the hips and reveal undergarments while standing or sitting

If a student is required to leave school in order to change clothes, the aforementioned guidelines governing students leaving the building during the instructional day will be followed.

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