

# Sturgeon R-V High School

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## Home of the Bulldogs



*A District of Choice*

### **Parent/Student Handbook Discipline Policy**

**2024-2025 Academic Year**

Board Approved – August 2024

Sturgeon High School  
24350 North Fairgrounds Road  
Sturgeon, MO 65284  
Phone: (573) 687-4005  
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**Sturgeon Board of Education**

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Mrs. Kelly Sharp, Member  
Mrs. Peggy Leerhoff, Board Secretary

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Mrs. Christina Ridgeway, K-12 Special Education Director/Homeless Liaison	573-687-2155
Mr. Michael Smith, Athletic Director	573-687-3519
Mrs. Christine Vaughn, High School Secretary	573-687-4005

**Sturgeon High School Faculty and Staff - will update before final approval**

Mr. Trent Asher, Social Studies  
Mrs. Barbara Boynton, Art  
Ms. Allyson Buckallew, Agriculture Education  
Mrs. Linda Fillwock, English Language Arts  
Mr. Evan Glasgow, English Language Arts  
Mr. Jackson King, Physical Education/Health  
Ms. Melinda Mathews, Math  
Mr. Brad Page, Math  
Ms. Josten Patterson, Special Education  
Ms. Caylie Piquard Piquard, Library Assistant  
Sarah Pollock, Paraprofessional  
Mrs. Marcia Rhinehart, Librarian  
Mrs. Tricia Scholes, Business  
Mr. Shawn Smith, Band/ Vocal Music  
Mrs. Brenda Spurling

**Colors:** Blue and White

**Mascot:** Bulldogs

**Conference:** Central Activities Conference (CAC)

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## WELCOME

It is with great pleasure and excitement that we welcome you to Sturgeon High School. It is the desire of SHS staff to provide you with a caring and positive learning experience as you attend high school. Out of all of life's values, education is among the most important. Sturgeon has a storied history of academic and extracurricular accomplishments. We expect you to meet the standards which have been set, and to carry on the proud tradition of our school and community. You can benefit from everything Sturgeon High School has to offer by being an active learner in your classes and a positive participant in our programs. If you encounter difficulties, seek out any of our trained professionals and they will do their best to help you. We are all here to make your years in school as successful, yet educationally challenging, as possible. We look forward to assisting you in fulfilling your educational goals and welcome the opportunity to help you as you proceed through your educational career.

Go Bulldogs!  
Rod Sears  
Principal  
Sturgeon High School

## SCHOOL CALENDAR

August	7-9	New Teacher Training
August	12-15	All Staff Training
August	15	Back to School Night
August	20	First Day of School
October	4	Parent/Teacher Conferences
October	18	End of 1st quarter
November	27- Dec 2	Thanksgiving Break (No School)
December	19	End of 2nd quarter
December	20	Winter Break Begins
January	6	School Resumes
March	7	Parent/Teacher Conferences
March	14	End of 3 <sup>rd</sup> quarter
April	17-21	Spring Break (No School)
May	20	Last Day of School/End of 4 <sup>th</sup> quarter
June	2	Summer School begins

\*Students, with the exception of MATC students, will not be in session on Mondays.

## BELL SCHEDULE

<u>Regular Schedule</u>		<u>Late Start Schedule</u>	
First Bell	7:42		
1 <sup>st</sup> hour	7:45-8:42	1 <sup>st</sup> hour	9:45-10:30
2 <sup>nd</sup> hour	8:45-9:42	2 <sup>nd</sup> hour	10:33-11:19
3 <sup>rd</sup> hour	9:45-10:42	Lunch	11:19-11:44
Seminar	10:45-11:19	3 <sup>rd</sup> hour	11:47-12:32
Lunch	11:19-11:45	4 <sup>th</sup> hour	12:35-1:20
4 <sup>th</sup> hour	11:48-12:45	5 <sup>th</sup> hour	1:23-2:08
5 <sup>th</sup> hour	12:48-1:45	6 <sup>th</sup> hour	2:11-2:56
6 <sup>th</sup> hour	1:48-2:45	7 <sup>th</sup> hour	2:59-3:45
7 <sup>th</sup> hour	2:48-3:45		

## **GENERAL INFORMATION**

This handbook is intended to briefly describe programs and services available to students and parents of the Sturgeon R-V School District. It cannot encompass all matters of policy and decision making. Should questions arise about matters of policy, or matters not discussed herein, please contact either the appropriate grade-level principal or the Office of the Superintendent.

### **Notice of Non-Discrimination for School Board Policy 1300**

The Board of Education believes in the right of every student to receive equal opportunities in all programs and activities conducted by the school district. The Board believes in the right of every qualified individual to expect fair and equal treatment as an applicant for employment, as an employee, or as a patron of the district.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, or genetic information, or any other characteristic protected by law. This policy will prevail in all matters concerning staff, students, the public, educational programs and services of the district and individuals with whom the Board does business.

It should be the policy of the Board that individuals be assured the opportunity for an orderly presentation and review of grievances, which should aid in the elimination of discriminatory acts. Student Grievance forms can be obtained from the Guidance Counselor at each school.

The Board appointed Compliance Officer for Board Policy 1300 for the Sturgeon R-V School District is:

Christina Ridgeway  
Special Education/Title IX Coordinator  
210 West Patton Street, Sturgeon, MO 65284  
(573) 687-3515

## ***Notice of Non-Discrimination for Board Policy 1301 (Title IX)***

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

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

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

Christina Ridgeway, Director of Special Education  
210 W. Patton St, Sturgeon, MO 65284  
573-687-3515  
[cridgeway@sturgeon.k12.mo.us](mailto:cridgeway@sturgeon.k12.mo.us)

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

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

## **Governance and Administration**

The Sturgeon R-V School District is governed by the elected, seven-member Board of Education. The Board of Education meets each month on the third Wednesday at 7:00 p.m. Meetings are held in the Superintendent's Office at 210 West Patton Street. Any patron of the district is welcome to attend monthly Board meetings. Should a patron desire to appear before the Board, he/she should contact the Office of the Superintendent to request to be placed on the agenda. The patron should do all that is necessary to be placed on the agenda one full week in advance of the scheduled meetings.

The Board of Education immediately supervises the Superintendent of Schools. The Superintendent supervises the grade-level principals. Each principal supervises the teachers under his/her observation and each teacher is responsible for supervising students under their care.

All rules and regulations described in this handbook reflect the general consensus of the Board of Education and the Superintendent of Schools. Matters of policy are contained within a Board Policy Manual. Any patron of the district is welcome to view the policy manual. Please contact the Office of the Superintendent if this is desired. Normal business hours for the Office of the Superintendent are 8:00 a.m. - 4:00 p.m., Monday through Friday. The District Policies are also available on the District's website.

Any parent or guardian who would like to express concern over policy, practice, or matters pertaining to their student(s) should adhere to the following recommendations:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters should be brought to the attention of the appropriate grade-level principal.
3. Unsettled matters with the principal should be directed to the Superintendent of Schools.
4. If a matter cannot be settled with the Superintendent of Schools, it should be addressed before the Board of Education - whose decisions in all matters are final.
5. If this procedure does not satisfy the complainant, the Department of Elementary and Secondary Education in Jefferson City, Missouri can be notified. NOTE: If the complaint involves a matter of the Review or Release of Student Records, the complainant should notify the Department of Education at the Federal Governmental level in Washington D.C. (For information regarding how to contact the Federal-level Department of Education, please contact the Office of the Superintendent.)

**Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, 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 public school 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, mental retardation/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 public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The public school assures that personally identifiable information collected, used, or maintained by the agency 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).

The public school 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 at the public school district in which you live during business hours.

This notice will be provided in native languages as appropriate.

Sturgeon R-V Public School District  
210 West Patton Street  
Sturgeon, MO 65284  
(573) 687-3515

## **Mission and Vision**

### ***Mission Statement***

“All Bulldogs succeed in learning through commitment, accountability, and teamwork.”

### ***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.

### **Facilities and Safety**

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. 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.

Visitors to the school, including parents of attending students, need to report to the appropriate grade-level principal's office upon their arrival. 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 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.

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, or earthquake are conducted twice each year. One intruder drill is

conducted 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.

### **Student Rights and Responsibilities**

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student's rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly, and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school; the right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights; the right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation. Students must obey any such interpretation subject to an appeal if such appeals are permitted by law or District Policy.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Sturgeon R-V Board of Education to create an environment in which each student's right to learn is protected. This includes but is not limited to, the following policies and regulations: 2600, 2610, 2620, 2652, 2655, 2660, 2661, 2662, 2663, and 2672.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks which are posted and updated annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

### **Notice Regarding Searches (Board Policy 2150)**

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
3. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may conduct searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with the law.
5. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

6. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
7. Students involved in co-curricular activities may have to submit to random drug testing.
8. A student who refuses to submit to a search may be appropriately disciplined by school officials.

### **Proof of Residence (Board Policy 2230 and 2240)**

Resident students of the District, students who satisfy a residency exception, or students who obtain a waiver, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Should a minor student demonstrate that s/he is emancipated from his or her family, that minor student will assume the parenting role over him or herself. To this end, all matters usually involving parental contact or parental consent will take place between the administration and the student.

Students not found to be in compliance with Board approved admissions procedures will be removed from class rosters and unenrolled from school.

Should a non-resident student wish to enroll in the Sturgeon R-V School District, a non-resident student application must be filled out, signed, and returned to the central office.

### **Special Education**

The majority of students who receive an Individualized Educational Plan (IEP) receive the same district curriculum and assessments as the general educational students. The exceptions are students in moderate to severe settings receiving the Life Skills curriculum as indicated in their IEP. All students receiving an IEP are eligible to receive accommodations/modifications within the classroom, whether it be the regular education setting or the special education setting. Each student's accommodations/modifications will be listed in their IEP and updated yearly. These accommodations/modifications are given to the student in order for the student to be able to access the regular education curriculum. Regular education teachers are a part of the IEP team and should confer regularly with the Special Educator regarding the student's progress. The Special Educator will make available a copy of the student's background information and accommodations/modifications and will also be available for questions and concerns. All accommodations/modifications are based on the Department of Elementary and Secondary Education Special Education regulations and should be part of the day-to-day program and assessments as identified in the IEP.

Special Education students who receive an IEP and who are in the general education classes will be expected to follow the adopted district grading policy. The policy will be weighted and reviewed to include the student's accommodations/modifications. For student's that do not receive accommodations/modifications in a certain classroom the adopted district policy will be followed as is.

At the same time the district distributes grade cards, the special education teacher is required to send a progress report based on the student's IEP.

### **Section 504**

The Sturgeon R-V School District, as a recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake measures to identify and locate every qualified 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.

The Sturgeon R-V School District assures that it will provide a 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 (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

### **Food Service**

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 is available to high school students at 7:15 a.m. Lunch is served each day according to a published schedule for elementary, middle and high school students respectively.

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 \$20.00 or more and the student wishes to eat a lunch provided by the school, the student will be served a peanut butter sandwich until the account balance has been paid.

Lunches are available on a free or reduced price basis for students of families who qualify. To secure the proper paperwork, please see the administrative assistant to the appropriate grade-level principal. 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.

Menus are posted one month in advance. Menus are available in the main office and can be viewed on the Sturgeon web page.

School lunch prices are as follows:

#### Breakfast Lunch

1. K-8 \$1.70 \$2.65
2. 9-12 \$1.70 \$2.90
3. Adult \$2.30 \$4.10
4. Extra Milk \$0.45 \$0.45
5. Snack Bar (High School) N/A TBA

No student will be allowed to purchase a carbonated or caffeinated beverage at the school at any time during the school day.

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.

### **Health Services**

Sturgeon R-V Schools employs a full-time registered nurse and a full-time nurse's aide that coordinate student health care in both buildings. All teachers, staff and paraprofessionals are trained in CPR, first aid, medication administration and AED use. Both schools are equipped with AED equipment (defibrillators).

If your child has a special health care need, or requires medication at school, please contact our school nurse.

## Special Health Care Needs

Parents and guardians of any student with a medical diagnosis that requires special attention will need to submit information to the school nurse. This also includes students whose diagnosis may be needed in a medical emergency.

It is important to document your child's health history and contact the nurse with such information as:

- Allergies to insects, foods or drugs;
- A medical diagnosis (ex., asthma);
- A hearing or vision deficit, or any special need that will need special consideration in the classroom or at school;
- A need for daily medication (ex., ADD or asthma);
- Any history that may help in your child's care.

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.

## Allergies

It is important to report any allergy that your child may have to foods, insects or drugs. This information can then be given to staff members who oversee your child's activities.

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 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.

The District will determine if the offering of a 504 plan is appropriate for your child's allergy and will proceed accordingly. If you feel a 504 plan is necessary to address your child's allergy, you may also request the same.

## Asthma

It is also important to notify the school nurse if your child has / had an asthma diagnosis. If your child requires an inhaler or nebulizer treatments, it is important that the nurse be aware of your child's condition and have the proper medication available. Each building has a nebulizer for asthma medication treatment.

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.

## **Communicable Disease**

We are mandated to follow guidelines set up by the Missouri Department of Health for communicable diseases. These guidelines are provided for us in the state publication *Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Child Care Providers*. They have been adopted by our Board of Education.

Your child **may not be allowed to attend school** should a communicable disease be suspected or diagnosed. Our guidelines will be followed until your child's physician has released the child *and* the needed time period has passed as established by the state.

Common communicable diseases include:

- Chicken Pox
- Pink Eye
- Strep Throat
- Mononucleosis

Students also must be 24 HOURS free of vomiting, diarrhea, and fever without the use of medication. School setting fevers are considered 100.0 or above.

## **Head Lice**

Head lice are also considered to be a communicable disease. 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 throughout the year. 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.

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.

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.

## **Medication/Administering Medication (Policy 2870)**

Medications are given at school only after all requirements are met by the parent/guardian. If you can administer medication at home, that is preferred. Most physicians now prescribe medicine to be taken twice a day or three times a day so that these prescriptions can be given at home. We suggest that three-time-a-day orders be given before school, immediately after school and at bedtime.

## **Over-the-Counter Medication**

The District can administer over-the-counter medication to a student, but only if the District has received permission from the student's parent/guardian to do so. The parent/guardian authorization can be written or verbal. If the parent/guardian is providing the over-the-counter medication, it must be delivered to the school nurse or designee in the manufacturer-labeled container. If the medication is not in the manufacturer-labeled container, it will not be administered to the student. Over-the-counter medications will only be administered in accordance with the manufacturer's label.

**Over-the Counter Medication - Self Administration:** Students may bring TWO (2) doses of OTC medication with them in the High School. Other than that they will need a signed consent from their parents issued by the school by signing and granting permission for OTC medication to be taken.

**Prescription medications.** Before being administered, a parent/guardian must provide the nurse with the following:

1. The medication in its original, pharmacy-labeled container. The label must contain the student's name, name of the medication, dosage, frequency of administration, route of administration, diagnosis, and the prescriber's name. Send the medication bottle 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 newest bottle.**
2. **Written request from the student's authorized prescriber** that the student be given the medication during school hours. The request must state the student's name, name of the medication, dosage, frequency of administration, route of administration, the diagnosis/indication for use, and the prescriber's name. When possible, the prescriber should state adverse effects and applicable emergency instructions. **Written request from the parent/guardian** that the District comply with the prescriber's order to give the medication.

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.

## **POLICIES**

1a. 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 to the student is required a plan from a Physical Therapist (PT) for 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.

1b. 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 will they 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.

2. 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.

3 Medications - All medications must be in a pill bottle or box with a doctor's prescription. Parents are NOT allowed to tell or dictate the Drug, dose or frequency of which a student takes medication. All medication administered at school by the nurse or school staff has to be labeled with a prescription from the doctor stating the Name, Dose and frequency of which the medication is to be administered. Parents choosing not to do this are

welcome to come and administer the medication to the student.

Prescription medications that students forget to take at home must be brought in a pill bottle with a doctor's prescription on it. Unless, student's parents want to administer the medication themselves. Medication to go home must be picked up by a parent.

Student's are not allowed to carry medication of any type on them. ALL medications are to be checked into the Health Office. This includes prescription and over the counter (OTC) medications.

Medications ARE NOT to be shared among the student population.

4. Any student that comes to the Health Office more than 5 times in a month for over the counter medication. Parents will be notified of these visits.

5. The School will be having Head check days for head lice. 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.

5. If your student has any infectious illness - Example Pink Eye, Hand, foot and mouth they will not be allowed to return until treated with antibiotics for 24 hours or a Dr's note is present stating they may return.

#### **To Contact the Nurse:**

The nurse may be reached at the Elementary/Middle School building by calling (573) 687-3519 or at the High School by calling (573) 687-4005.

#### **Inclement Weather**

The Office of the Superintendent maintains the full authority to cancel school in the event of inclement weather. Every effort will be made to inform all stakeholders of the decision to cancel classes as expediently as possible. With this in mind, patrons of the district should tune into one or more of the following radio and/or television stations to learn of any cancellations:

Television: Radio:

ABC: KMIZ (Columbia channel 17) KWIX-KRES (Moberly)

CBS: KRCG (Columbia channel 13)

NBC: KOMU (Columbia channel 8)

The Aptegey notification system will also be used to notify parents of school closings and other school event information. Therefore it is important for parents to keep their contact information up to date with the school office.

#### **Transportation**

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

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.

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. 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 1:00 p.m. to change them.

## **ACADEMIC AFFAIRS**

### **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.

### **Adding/Dropping Classes**

Our goal is to have students in the classes they need/want on the first day of each semester. In order to do this students will be required to make first semester course changes (adding and dropping) during a time set prior to school starting. Sturgeon HS will notify students and parents of the dates and times for schedule changes prior to school starting. Students will be allowed to change their schedule for second semester during times set up prior to first semester concluding. Specific information about schedule changes is located in the Career Planning and Educational Guide (CPEG). Students wishing to enroll in virtual classes must do so during the schedule change request period.

Note: Schedule change requests made after the deadline must have administrator approval.

### **A+ Schools Program**

Missouri's Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to institute A+ Schools and improve the education of high school students within the State of Missouri. The goals are that all students:

- Graduate from high school.
- Complete a selection of high school classes that is challenging and for which there are identified learner expectations.
- Proceed from high school to a college, technical college, or a high wage job with workplace skill development opportunities.

The funding for the financial incentives is dependent upon Sturgeon High School maintaining its A+ Schools status and the availability of state appropriations from the Missouri General Assembly. Students interested in the A+ program are encouraged to see the school counselor.

## **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. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots. 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 and assignments. Educators will be available electronically during AMI days for guidance with instruction.

## **Seminar**

Sturgeon utilizes one class period a day for RTI. There are three tiers to the seminar. Students are organized into these three tiers on a monthly basis.

Blue - Student has above 90% attendance, all A's, and no referrals.

Silver - Student has below 90% attendance, and/or referrals, and/or grades.

White - Student has D or F in a class. Students will be assigned to a teacher in which they have the highest D or F.

Students must get a day pass from the office to switch classes.

## **Class Determination**

In order to progress to the next grade level, a student must earn the required amount of credits. Listed below are the credits required for each class.

Total credits needed at  
the end of the year

24 Credits to graduate:

Freshman 5.5  
Sophomore 11.5  
Junior 17  
Senior 24

26 Credits to graduate:

Freshman 6  
Sophomore 12.5  
Junior 19  
Senior 26

## **College Visits/Job Shadowing**

A senior may miss three (3) days during his/her senior year and a junior may miss two (2) days during his/her junior year for the purpose of visiting a college or job shadowing. Applications must be approved by the principal two days prior to the visit or job shadowing experience. Students must return a signed confirmation of the visit by an official of the college or job shadowing site. Approved college visits/job shadowing experiences will not count against the student's attendance record. Students are responsible for any work missed during the visit.

## **Course Work**

Each student is expected to carry an array of course work. For example, no student should expect to enroll in more than one physical education course per semester. A student may not repeat the same course twice at any time throughout his / her high school career, unless the course was failed by the student the first time. If study hall is offered, no student will be placed in more than one study hall per semester.

## **Dual Credit Course Work**

Sturgeon High School will offer a variety of dual credit courses through Moberly Area Community College (MACC). Dual credit courses allow juniors and seniors to earn high school and college credit at the same time. These courses may be taught by qualified Sturgeon High School staff or completed through online courses. In order to take a dual credit class, students must meet specific criteria related to GPA and ACT or Accuplacer test scores. Specific information about dual credit requirements and cost is located in the Career Planning and Educational Guide (CEG). Online dual credit courses are available to sophomores, juniors, and seniors, and in-seat dual credit courses are available to juniors and seniors.

## **Early Graduation**

Students may request to the Board of Education to graduate in December of his or her senior year. Students who wish to graduate early will be required to meet with the guidance counselor and submit a written notification to the building principal by September 1st of his or her senior year. If the student is a dependent, the guidance counselor will notify the student's parent/guardian regarding early graduation. Early graduation applications will be reviewed by the Board of Education in October of a student's senior year. Students will be notified regarding the board's decision after it has been made.

Students graduating early must meet all graduation requirements. Early graduates will be allowed to participate in spring graduation ceremonies, but will be considered alumni for all other events.

## **Final Exams / End of Course Exams**

All courses will have a final exam at the end of 1<sup>st</sup> semester and a final exam at the end of 2<sup>nd</sup> semester. The 2<sup>nd</sup> semester final exam may be comprehensive (teacher's discretion). Each final exam or EOC may be worth up to 10% of the final semester grade.

DESE requires an End of Course exam (EOC) in the following courses: Algebra I, American Government, English II, and Biology. Sturgeon HS may also give the EOC to students taking Algebra II and Geometry. This end of course exam may serve as the 2<sup>nd</sup> semester comprehensive final exam for these classes and again will be worth up to 10% of the student's final semester grade.

## **Grading Policy**

### *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

### Honor Roll

Students qualify for placement on the “A” or “B” Honor Roll by maintaining a grade point average of 3.00 or better on the 4.00 scale.

To qualify for the “A” Honor Roll, a student must:

1. Have a 3.67 grade point average or better
2. Not have any “D’s”, “F’s” or incompletes on their grade card

To qualify for the “B” Honor Roll, a student must:

1. Have between a 3.00 and 3.66 grade point average
2. Not have any “D’s”, “F’s” or incompletes on their grade card

### Academic Probation (AP)

Every student enrolled at Sturgeon High 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-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.

### Academic Reporting Periods

Grade cards are issued on a quarterly basis, every nine weeks, and the grade report will be emailed or mailed to the parent/guardian. Parents are encouraged to inquire about student grades if no grade reports are seen in conjunction with the Calendar Dates.

### Grading Scale

Sturgeon High School uses a 4.0 grading scale to calculate grade point averages (GPA). Student class ranks are calculated by cumulative GPA after each semester.

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

To calculate one’s GPA, translate the grade assigned into its numeric equivalent. After summing all the

numerals, divide the number of grades assigned. This number is the GPA.

Final Grade Calculation

Teachers are responsible for communicating student progress in academics and work habits through updating course grades bi-monthly. The semester grades are calculated with the following formula:

$$\text{Quarter 1 (45\%)} + \text{Quarter 2 (45\%)} + \text{Final exam (10\%)} = 1^{\text{st}} \text{ Semester grade}$$

$$\text{Quarter 3 (45\%)} + \text{Quarter 4 (45\%)} + \text{Final exam (10\%)} = 2^{\text{nd}} \text{ Semester grade}$$

Teachers will use their discretion to apply individual grading policies to their courses; the policy will be clearly stated in the course syllabus provided to students at the beginning of each school year or semester. This policy will be followed consistently throughout the course.

Test, Make-up Homework, and Late Work Policy

Make-up work is expected to be turned in one day after the absence. If a student is absent multiple days, make-up work will be due each day according to the number of days they missed. For example, if a student is gone two days, the assignment from the first absence will be due on day one after returning and the second assignment will be due on day two 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%	2 days late - 80%	3 Days late - 70%	4 days late - no credit
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Requirements for Graduation

\*\*For the class of 2024, 2025, and 2026, it is necessary each student who wishes to graduate from Sturgeon High School earn credit in the following areas:

Course	Required Credits
<b>English Language Arts</b> (must include ELA I, ELA II, and ELA III)	4
<b>Math</b>	3
<b>Science</b> (must include Physical Science & Biology)	3
<b>Social Studies</b> (must include American Government, World Cultures/Geography, U.S. History & must pass MO & US Constitution Tests)	3
<b>Fine Arts</b> (can include Art, Band, and Choir)	1
<b>Physical Education</b>	1
<b>Health</b>	.5
<b>Personal Finance</b>	.5
<b>Practical Arts</b> (can include Agriculture or Business classes and/or MATC)	1
<b>Electives</b>	7

<b>TOTAL</b>	<b>24</b>
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\*\*Beginning with the Class of 2027, it is necessary each student who wishes to graduate from Sturgeon High School earn credit in the following areas:

<b>Course</b>	<b>Required Credits</b>
<b>English Language Arts</b> (must include ELA I, ELA II, and ELA III)	4
<b>Math</b>	3
<b>Science</b> (must include Physical Science & Biology)	3
<b>Social Studies</b> (must include American Government, World Cultures/Geography, U.S. History & must pass MO & US Constitution Tests)	3
<b>Fine Arts</b> (can include Art, Band, and Choir)	1
<b>Physical Education</b>	1
<b>Health</b>	.5
<b>Personal Finance</b>	.5
<b>Practical Arts</b> (can include Agriculture or Business classes and/or MATC)	1
<b>Electives</b>	9
<b>TOTAL</b>	<b>26</b>

Alternate Methods of Securing High School Credit

1. The Sturgeon R-V School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is a Missouri Course Access and Virtual School Program (MOCAP) provider; a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
2. Credit may be earned and counted toward meeting graduation requirements through college courses taken from accredited college programs based on college campuses. Credit will be granted as follows:
  - Three- of four-hour college course = ½ high school credit
  - Five-hour college course = 1 high school credit
3. Other off-campus programs could be considered on an individual basis determined by the Board of Education. The following criteria could be used to determine credit granted:
  - Number of program hours in direct instruction; 60 hours = ½ credit; 120 hours = 1 credit.
  - Was the student in attendance those hours?
  - Did he/she complete the program successfully?
  - Written recommendation from the instructor.
  - A journal documented in detail.
4. The district will waive one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program.

5. Credits earned through homebound instruction may be counted toward graduation requirements.
6. Credit may be earned and counted toward meeting graduation requirements through summer school courses from accredited secondary school programs.
7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.

Cum Laude

Sturgeon High School honors all students who meet the requirements below. In order to qualify for these honors, students must be enrolled for 8 semesters during their high school career\*. This recognition will be during commencement ceremonies.

Summa Cum Laude ( <i>with highest honor</i> ) Cumulative GPA of 3.95-4.00 and 22 or higher on the ACT
Magna Cum Laude ( <i>with great honor</i> ) Cumulative GPA of 3.85-3.94 and 21 or higher on the ACT
Cum Laude ( <i>with honor</i> ) Cumulative GPA of 3.75-3.84 and 20 or higher on the ACT

***\*Honors will be based off students' 7th semester GPA\****  
 Class Rank will be available upon request

**Missouri Course Access and Virtual School Program (MOCAP)**

In accordance with HB 1552, students will be able to enroll in online courses. Sturgeon will provide online classes for our in-seat students throughout the day. Students who wish to enroll in a full-time virtual program will have the opportunity to do so. The enrollment process will mirror that of in-seat students and will follow the procedures set forth by HB 1552.

**Late Enrollment**

After fourteen days of a semester have passed, a student may not enroll at Sturgeon High School and earn credit for that semester, unless that student is transferring from another district. Every effort will be made to enroll a transferring student from another district into classes so that minimal credit will be lost, but due to scheduling conflicts, it is possible that credit may be lost in the transfer process.

**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](http://www.sturgeon.k12.mo.us) and clicking on the link. Log-in information is available from the school office.

**Moberly Area Technical Center**

Students attending MATC must be enrolled in courses at Sturgeon High School 1st through 3<sup>rd</sup> hours. Exceptions may be made for students enrolled in morning college classes, students working morning hours (approved through part-time status requests) or for students enrolled in full day MATC programs. Students who fail classes at Sturgeon High School will not be allowed to attend MATC classes the following school year. Students who fail classes at MATC may not be allowed to attend MATC classes the following semester. Students attending MATC will be expected to attend on Mondays.

**Embedded Credit at Moberly Area Technical Center**

A student attending MATC may earn an embedded math or communication arts credit while attending MATC. The math credit earned can be used as one of the three required to graduate from SHS. The communication

arts credit can be used as one of the four required to graduate from SHS, although it may not take the place of ELA I, II, or III. Students can earn either a full credit or partial credit as it is earned.

#### Eligibility Requirements:

1. Students must be a Junior or Senior in high school.
2. All students wanting to attend MATC must have either:
  - a. A 1.66 cumulative GPA (C-) and 92% attendance for the prior year or better.
  - b. A 2.00 cumulative GPA © and 90% attendance for the prior year or better.
3. All students wanting to attend MATC cannot have any F's from the previous semester.
4. All students wanting to attend the MATC must be on track to graduate.

#### **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 High 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 high school principal and the guidance counselor.

Transportation is provided for Sturgeon students to and from ACES. fStudents graduating from ACES will receive a diploma from this school, not Sturgeon High School. An ACES diploma is a high school diploma.

#### **General Guidelines for Students Attending ACES**

##### Graduation

A student from Sturgeon High School who attends ACES will be able to participate in graduation activities at Sturgeon High School or at Moberly. ACES has a graduation ceremony. Students may go through graduation ceremonies at Sturgeon and/or at Moberly. Sturgeon students attending ACES who choose to graduate with Sturgeon High School students will be given a ACES diploma during the ceremony. ACES students are not eligible to receive a Sturgeon High School diploma.

Participation in Athletic and Co-curricular/Extra-curricular Activities, Homecoming, Prom, etc. A student from Sturgeon High School who attends ACES is eligible to attend or participate in athletics, co-curricular, and extra-curricular activities including homecoming and prom 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 High 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%

- student must complete 3 units of credit during that semester

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

### **Part-Time Status**

Each student is required to enroll in a full day of instruction. Students who wish to be considered for part-time status must meet with the principal and counselor for a complete transcript review. Students who attend Sturgeon High School only part time must have proof of employment or proof of college attendance for the remainder of the day. Students who qualify will be enrolled in the Flex Program or a Supervised Agricultural Experience. Please see the course catalog for a more specific description of the above mentioned programs.

### **Students Transferring to Sturgeon High School**

Students who transfer from another state or country or unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of study that if successfully completed will result in graduation.

Any student wishing to enroll at Sturgeon High School from a home school setting may be tested by the school district. The results of the testing must conclude that the student's knowledge is on grade level in all subject areas (math, science, social studies and communication arts).

### **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.

## **ATTENDANCE AND TARDY POLICIES**

### **General Attendance Information**

Regular attendance is imperative to ensure success in the classroom. Attending school every day is essential in developing proper work ethic and a sense of responsibility. These factors are instrumental in preparing students to enter the workforce, a profession, or post-secondary education.

Absence from school should be limited to personal illness, family crisis, or medical appointments that cannot be scheduled outside the regular school day. When absence is unavoidable, the parents/guardians of the student should call the office at 573-687-4005 between 7:15 a.m. and 4:15 p.m. on the day of the absence to advise us of the reason for the absence.

All absences should be verified by a phone call or email from the office. Students who become ill at school should be checked out by the school nurse. Students leaving school for any other acceptable reason must be cleared in advance by a phone call or notice from the parent. Students will sign out when they leave school.

Students participating in regularly scheduled school sanctioned activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

### **Attendance Policy and Procedure**

The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship among attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process. **In order to receive credit for courses at Sturgeon High School, a student may not**

## **miss more than 10 days of school per semester in any class period.**

The terms “excused” and “unexcused” are not used for attendance policy purposes. All absences will be counted towards the 10 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 10 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 20 minutes late to class will be considered absent. Days served in ACP or OSS will not be counted toward the total number of days missed.

If a student goes beyond the 10 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.

Students have the opportunity to make up their time. Time should be made up during Learning Recovery. Sturgeon uses minutes to count attendance, any amount of time not made up after the allowable 10 days (4,560 minutes, 456 minutes a day) will count against their semester grade using the following formula.

1 minute is equal to 0.01% grade to be deducted from final semester grade.

Ex: If a Student misses 11 days (5,011 minutes) without making up time. They will be 456 minutes over the allowable.  $456 \times 0.01$  is 4.56. 4.56% will be deducted at semester.

Student grades cannot fall below 60% due to attendance deduction.

If a student misses more than 7 days per semester they will be put on probation and will not be allowed to attend extra-curricular activities, until time is made up. This will carry over to subsequent semesters.

The decisions of the attendance policy committee may be appealed to the superintendent of Sturgeon R-V Schools.

Attendance concern emails will be sent after the following number of absences/tardies: 3 (95%) days, 7 (90%) days, and 10 (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.

### **Learning Recovery Options**

Based on the recommendations of the attendance committee, students may have the following attendance recovery options.

- Students have the option to attend attendance recovery after school or on Mondays/Saturdays.
- Students are expected to follow the expectation set forth by attendance recovery monitors.
- Recovery hours may not be done in advance or carried over to another semester.

### **Missing School – Attending Activities**

A student must be in school for at least half (50% of in-session minutes) of the school day to participate in or attend a school sanctioned activity that day. Exceptions to this policy will be those students who have an appointment or event that is unavoidable and pre-approved by the building principal. A student must be in attendance for at least half (50% of in-session minutes) of the school day on Friday to participate in weekend

activities.

### **Tardy Policy**

Tardiness is the appearance of a student after the starting time of class. Teachers detaining students from their next class must provide an excuse to get them into class without penalty. All tardies will be recorded. Extensive tardies 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
- 5<sup>th</sup> and subsequent tardies – One day of ACP

Students arriving to class more than 10 minutes late without prior permission or an excuse from another teacher/office will be considered truant. Please see disciplinary consequences listed for truancy in the discipline section of the handbook.

## **STUDENT POLICIES & PROCEDURES**

### **Technology Policy**

#### Section 1: Internet\Network Usage

Access to the Internet is an unparalleled opportunity to interact with the world. The opportunity brings with it a number of responsibilities. Your access to the electronic network and resources within the Sturgeon R-V Schools may be revoked for abusive conduct. Abuses include, but are not limited to the following examples:

1. Accessing private files (even if those files are unprotected).
2. Accessing or participating in chat rooms without teacher instruction or supervision.
3. Attempting to break the security system.
4. Illegally copying software.
5. Placing unlawful information on or throughout the computer system.
6. Using obscene, abusive, or otherwise objectionable language, messages, images, or symbols.
7. Accessing pornographic materials.
8. Accessing inappropriate text files.
9. Attempting to harm or destroy data, files, or another user.
10. Uploading or downloading of computer viruses, games, or programs.
11. Harming or destroying the wide area network (WAN) or other networks connected to the WAN.
12. Using the network to facilitate illegal activity.
13. Using the network for commercial or "profit" purposes.
14. Using the network for product advertisement.
15. Misrepresenting other users on the network.
16. Intentionally modifying passwords belonging to other users.
17. Accessing and participating in relationships pages, trying to meet or contact people through these pages, or leaving e-mail or other personal information on these pages so you can be contacted by other participants of these pages.

Inappropriate or illegal use of the network facilities could result in additional disciplinary and legal action. Parents and/or guardians may be held accountable for inappropriate use by their child. Any parental requests for disallowing Internet use by their child at school will need to be in writing and submitted by the parent to the building principal.

In addition, before any student is granted access to the school computer network, the student must have a completed "Acceptable Use of Technology" form on file. For your convenience, the

“Acceptable Use of Technology” form has been included in the registration for each student. Please fill out the form as part of the registration process.

## Section 2: 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.

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

High School Students: High School students will be assigned a Chromebook and a charger at the beginning of the school year. The student will be responsible for the care of the Chromebook throughout the entire school year. The Chromebook will be returned at the end of the school year.

### 2. 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

High School - HS 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.

### 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.

### 3. 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.

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.

### 4. 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.

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

#### Acknowledgement of Rules and Expectations

All students and parents/guardians will need to sign and return the acknowledgement that they understand the rules and expectations of using a school issued device. A device will not be issued to the student until this acknowledgement is signed and returned.

#### **Athletics/Activities**

The Sturgeon R-V High School 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 Activities Association (MSHSAA). Any questions or comments about the athletic program should be directed through the Activities Director.

The Sturgeon R-V High School provides the opportunity for both varsity and junior varsity interscholastic competition as well as music competition in band and chorus. Both men's and women's along with co-ed activities and athletic competition is available and all interested students are encouraged to participate.

The fall sports/activities include men's baseball, women's softball and women's golf. The winter sports/activities include men's and women's basketball, quiz bowl and cheerleading. The spring sports/activities include men's baseball, men's golf, and men and women's track. Year-round competition is available with band and chorus.

Each participating student must meet eligibility requirements of (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 have successfully completed **3.0 units** of credit in the previous semester of coursework. In other words, academic eligibility for any given semester is determined by the previous semester's cumulative grade report. The only students who are inherently eligible are first-semester ninth grade students. Each student must demonstrate good citizenship by adhering to the rules and regulations of the school district. Disciplinary action leveraged against a student can include suspensions from competition and expulsion from the team. If the student does not meet this minimum academic requirement, they can be subject to a long-term suspension from competition, or even expulsion from the team. For more information about each season's competition schedule, please contact the Activities Director.

Please refer to the Athletic/Activities Handbook for more information. The Activities Director at Sturgeon R-V is Michael Smith.

#### **Cell Phones/Personal Electronic Devices**

The Sturgeon School District understands and acknowledges that personal electronic devices are a part of students' daily lives. The Sturgeon School District also understands and acknowledges that personal electronic devices are a distraction to the learning environment. For this reason, students will not be able to access cell phones during the instructional day. Students will be able to access cell phones before/after school and during

lunch. Students who violate the cell phone/personal electronic device policy are subject to disciplinary action. Personal Devices include, but are not limited to: personal laptops, airpods/earbuds, tablets, gaming systems, etc.

The school bus is an extension of the high school. Students will be allowed to have their phones out to call/text or play games. They cannot: call other Sturgeon students who are in class; record anything or take pictures. School bus drivers, coaches, sponsors or other authorized adults are authorized to confiscate any and all cell phones that are being misused. Any cell phone/electronic device that is confiscated will be turned in to the principal or the classroom teacher.

### **Class Dues/Activities**

Throughout the school year, regular class meetings will be held. Each class (freshmen, sophomore, junior, and senior) will be assigned at least two teachers as class sponsors. Each student enrolled at Sturgeon High School will owe class dues each year (with the exception of senior year). The amount of class dues are as follows:

- Freshmen Class dues: \$20.00
- Sophomore Class dues: \$20.00
- Junior Class dues: \$60.00

During students' junior year, they will be expected to work concession stand games in addition to paying class dues. Students who do not work will be fined \$25.00 per game. Any junior or senior who has not paid class dues or fines will not be able to attend Junior/Senior prom.

### **Dances**

To attend a school sponsored dance, the following criteria apply:

- A Sturgeon High School student in good standing
  - Not currently serving out of school suspension
  - Not currently on academic probation
- A student at another high school 9<sup>th</sup>-12<sup>th</sup> in good standing
- Students must submit a Guest Approval Form to bring an individual who does not attend Sturgeon High School. Late forms will not be accepted.
- No middle school students or high school dropouts (from any district) may attend. ● Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
- A list of students with out of school guests will be at the entrance to the dance. No out of school guests will be allowed outside of those on the list.
- Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
- Students must be in attendance the day of the dance to attend the dance. If the dance is on a Saturday, the student must be in attendance on the Friday before the dance. An approved absence must be verified with the administrator.
- No guest over the age of 20 will be allowed to attend school dances.
- All dress must be in good taste
- Parents may only stay and take pictures during the first 30 minutes of the dance.

### **Drug Testing**

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.)

### **Field Trips**

Students may have the opportunity to participate in academic related field trips throughout the school day. Students with a failing grade in any class may not attend field trips unless approved by the building administrator. Building administration reserves the right to deny any student's attendance on a field trip based on multiple office referrals, excessive absences, etc.

### **Food and Beverages**

Food and beverage machines may be used before and after school. All food and beverages are to be kept in the commons area (with the exception of water). Glass bottles, cups, open food items, and snacks are not allowed in classrooms, halls, or lockers. Students who bring their lunch to school are to leave it in their locker until lunch period.

### **Leaving School Grounds during the Instructional Day**

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. The student must have his/her parents call or write a note indicating permission to sign out. Prior to departure, the student will obtain a permit to leave the building from 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.

### **Lockers**

Every student, grades 9-12, is assigned a locker. Students may check out locks for their lockers at any time in the high school office. Lockers are the property of the school district. Lockers are subject to search at any time, with or without student consent, and with or without a warrant; this does include contents of, as well as the locker. The school is not responsible in any way for the loss or theft of student property. It is strongly advised that students should not let money or valuables lie about subject to the temptation of others. There should not be anything pasted or stuck to the lockers (pictures, decals, or signs) that cannot be easily removed. Cutting, carving, stamping, or staining of the lockers is not allowed. Any damage to the lock or lockers will be assessed to the student, and s/he will be held responsible for paying for repairs or replacements.

### **Lunchroom Procedures**

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.

### **Student Automobiles**

Students, who are of legal age and who possess a valid Missouri driver's license, can drive themselves to and from school. Students are not authorized to drive their vehicles while school is in session. In other words, once a student has arrived at school, they may not re-enter their vehicle or even be in the student parking lot for any reason until the conclusion of the school day when they prepare to take themselves home without permission from administration. Students with permission will be escorted to their car by administrative staff. If a student participates in the A+ program, a signed permission form/note must be obtained from the parent/guardian allowing the student to drive to and from the K-8 building and the High School, with no side trips. Students are not allowed to transport other students for any reason.

In addition, the Board of Education has ruled that students who participate in school-sponsored activities shall ride to and from all such activities that are away from Sturgeon School in the buses or motor vehicles provided by the school. Exceptions can occur if a parent or guardian of the student signs a release form provided by the coach/sponsor or administrator requesting that the student be allowed to return home with him or her. This request must be made to the coach/sponsor or administrator by the parent or guardian at the time they wish to take the student. Any other exceptions must be addressed through the Office of the Superintendent.

### **Student Chromebooks**

Beginning with the 2023-2024 school year, students will be provided a school-issued chromebook and charger at the beginning of the school year. Students are expected to bring their chromebook fully charged to school each day. Students will return their chromebook at the end of the school year. Students are responsible for lost, stolen, or damaged chromebooks and chargers. Students are expected to abide by the district's acceptable use policy regarding the use of their chromebooks.

### **Student Dress**

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to our dress code. Faculty members in charge of extra-curricular activities in the areas of athletics, vocal and instrumental music, speech, drama, and academic team have the right to set additional standards of dress and grooming for students participating in such activities.

- Neatness, cleanliness, and modesty will be expected during all regular school hours and at all scheduled extra-curricular activities.
  - Appropriate footwear is required.
  - The torso of students shall be clothed, and excessively torn clothing will not be allowed.
  - 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.
  - Suggestive or offensive clothing will not be allowed. This will include; crop tops, underclothes worn as outer clothes, spaghetti straps, short waist shirts, short shorts, pants with excessive cuts or tears, etc.
  - Clothing may not advertise alcohol, tobacco, or drug products, or have inappropriate language or suggest anything of a sexually explicit nature, or be gang related attire.
  - Sunglasses are not permitted to be worn in the school building during regular school hours.
  - Headbands, Sweatbands, Bandanas, or headgear, including hats and hoods, that extend below the front hairline are not to be worn inside the building during regular school hours. Ears should be visible.
  - Clothing must be worn appropriately. Pants worn in a "sagging" fashion will not be allowed.
- 
- 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).
  - 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.

Because it is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress.

### **Student Parking**

All student vehicles are to be parked in the south parking lot. Failure to park in the designated parking area will result in parking privileges being revoked. Students are prohibited from being in the parking area at any time

during the school day without prior permission. Students are expected to come into the building upon arrival at school. Loitering outside the school and in the parking lot area is prohibited.

Students who will be driving will have to acquire a car tag. The hanging tag will have to be visible in the vehicle that the student is driving. The car tag will be issued to the student free of charge. The car tag form is available in the main office. Not displaying the tag may result in disciplinary actions.

Student vehicles are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.

### **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.

### **Student Records (Board Policy 2400)**

#### Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Sturgeon R-V School District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. 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.

4. 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

#### Review and Release of Student Records

Parents of students or eligible students may inspect and review the student's education records upon request. A parent may be denied access to their child's record if a court order or divorce decree removes that parent's right to have knowledge about or participation in a child's education. When the record contains information about students other than a parent's child or the eligible student, the parent of the eligible student may not inspect and review the portion of the record that pertains to other students.

The school district will maintain a record of all requests to review student data. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Student records can be released when the appropriate grade-level principal has received a written Authorization to Release Information and validity for the release has been attained.

Release of Student Records to Armed Forces, Recruiters & Higher Education Institutions The district will release names, addresses and telephone numbers of students to all military recruiters or institutions of higher education that request them unless the parents specifically request in writing that this information not be released.

The school district designates the following items as "Directory Information":

- student's name
- address
- telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height as a member of an athletic team
- dates of attendance
- degrees and awards received
- most recent school attended
- photographs

Parents or eligible students will have ten school days, after the annual public's notice, to review the student's directory information and to provide notice (in writing) to the school district that they choose not to have this information released. Unless notified to the contrary, the school district may disclose any of those items designated as directory information without prior written consent.

#### **Vocational School**

Sturgeon R-V School District has a partnership with Moberly Area Technical Center. Students wishing to enroll in vocational classes will attend MATC. If a student would like to attend another area vocational center, they will need to seek approval from administration of both Sturgeon High School and the vocational center they would like to attend. Tuition costs will be covered by the student. If possible, the district will provide transportation. If not possible, arrangements will be made with the student and their family to provide

transportation to and from the vocational center. Based on scheduling and graduation requirements, requests to attend vocational centers other than MATC will be granted on a case by case basis.

### **Vocational/Technical Student Transportation**

Students are expected to ride the bus to and from MATC. Students are not permitted to drive to the vocational school for any reason. Students are not able to transport other students to vocational school for any reason.

## **STUDENT CODE OF CONDUCT**

### **Student Code of Conduct (Board Policy 2610)**

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property.

It is the policy of the Sturgeon R-V School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §565.021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 566.030, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§566.040, .070, RSMo.
6. Forcible rape or sodomy under §§566.030, .060, RSMo.
7. Burglary in the first or second degree under §§569.160, .170, RSMo.
8. Robbery in the first degree under §569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§195.211, 212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Student Discipline (Board Policies 2600 and 2610)**

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the implementation of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. They will be in charge of their rooms, halls outside their rooms and will make all assignments they feel necessary for good conduct in their rooms. The instructions of all teachers are to be followed in the halls as well as in the classrooms. The teacher has the discretion to make changes in his/her procedures when needed as related to his/her individual classroom. The administration has the discretion to make changes in procedures when needed as related to individual circumstances, action, or behavior.

### **Documentation in Student's Discipline Record**

The principal, designee, or other administrators, or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" will/must be documented in the student's discipline record in accordance with law.

### **Disciplinary Consequences (Board Policy 2610)**

If a student's behavior is severe enough and circumstances warrant, the Principal or his designee may accelerate the discipline steps, suspend, or initiate an expulsion. The Sturgeon R-V School District attempts to follow all Federal and State Laws, including the Safe Schools Act, which takes precedence over the school handbook and mandates what consequences certain actions must have. Unless otherwise stated, the number of offenses is calculated on a school year basis.

### Possible Consequences

- Conferences – These are discussions between the student, the teacher, the principal, and/or the parent. Not every conference will include all of the previously listed parties, but the process of correction often begins here. Conferences are documented as part of the student’s discipline record.
- Principal Detention – These are specific periods of time when a student must report to a specific location for 30-45 minutes. Detentions are assigned by the building administration and may be served before school, during school, or after school depending on the schedule of the building principal.
- Alternative Classroom Placement (ACP) - A.C.P. placement is assigned by the building administration. A high school student may be referred to A.C.P. for a specific number of days. Students are expected to report to the A.C.P. classroom by 7:45 a.m. If a student is late to ACP, they will be expected to make up that time on the following school day. Students will follow A.C.P. classroom rules as outlined by the A.C.P. teacher. Students are expected to complete class work given to them by their teachers and students will receive credit for this work. If a student violates A.C.P. classroom rules or any other handbook policies, the student will serve days of out of school suspension, then finish the assigned time in A.C.P. once the OSS is served. During A.C.P. students will not be allowed to participate in student activities until the time is fully served.
- Out of School Suspension (OSS) – A student can be suspended out of school by the building administration for as few as one (1) day and for as many as ten (10) consecutive school days. Students may earn credit for tests, quizzes, or major projects while assigned out of school suspension. While on suspension, students are not allowed on school property or at school sponsored events. Based on the offense, the district administration may choose to extend an suspension up to 180 days or expulsion.

### **SECTION I: PROPERTY/POSSESSIONS**

#### **Prohibited Conduct**

#### **Arson \***

#### **Definition:**

Intentionally causing or attempting to cause a fire or explosion

#### **Consequences:**

All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

#### **Prohibited Conduct:**

#### **Destruction of property - Accidental**

#### **Definition:**

Destruction of school, school personnel or student property without intent

#### **Consequences:**

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

#### **Prohibited Conduct:**

#### **False Alarms \***

#### **Definition:**

Tampering with emergency equipment, setting off false alarms or making false reports.

#### **Consequences:**

1st Offense – 4-8 days of OSS  
2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

#### **Prohibited Conduct:**

#### **Tampering**

#### **Definition:**

Manipulating, altering or interfering with the property or possessions of staff, students or the district.

#### **Consequences:**

1st Offense – Warning, Principal’s Detention, 1-4 days of ACP  
2nd Offense – 1-4 days of ACP or 1-8 days of OSS  
3<sup>rd</sup> & Subsequent Offenses - 1-8 days of OSS, possible referral to district administration, possible notification of law enforcement

**Prohibited Conduct:** **Theft**  
**Definition:** Nonconsensual taking, or attempting to take the valuables, property or possessions of another. Knowingly possessing stolen valuables, property or possessions of another.  
**Consequences:** 1st Offense – 1 – 4 Days of ACP, 1-4 days of OSS, Restitution if appropriate  
2nd Offense – 4-8 days of OSS, Restitution if appropriate  
3rd & Subsequent Offenses – 8-180 days of OSS or expulsion, Restitution is appropriate

**Prohibited Conduct:** **Unauthorized Entry**  
**Definition:** Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.  
**Consequences:** 1st Offense – 4 Days of OSS  
2nd & Subsequent Offenses – 8 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** **Vandalism \***  
**Definition:** The intentional damaging or destruction, or the attempting to damage or destroy property belonging to staff, students or the district.  
**Consequences:** 1st Offense – 3-5 days of ACP, 1-4 days of 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 days of OSS, referral to district administration, law enforcement notified. Restitution and cleaning up vandalized areas if appropriate.

**SECTION II:** **VICTIMIZATION**

**Prohibited Conduct:** **Assault \***  
**Definition:** Use of physical force with the intent to do bodily harm  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** **Bullying or Cyberbullying (See Board Policy 2655) \***  
**Definition:** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.  
**Consequences:** 1st Offense – 4-10 days of OSS, possible referral to district administration and possible law enforcement notification.  
2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

<b>Prohibited Conduct:</b>	<b><u>Extortion *</u></b>
<b>Definition:</b>	Use of verbal, physical or written threats, expressions or conduct designed to obtain money or other valuables.
<b>Consequences:</b>	1st Offense – 1-4 days of ACP, 1-10 days of OSS, restitution if appropriate. 2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified, restitution if appropriate
<b>Prohibited Conduct:</b>	<b><u>Fighting *</u></b>
<b>Definition:</b>	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
<b>Consequences:</b>	1st Offense – 3-5 days of OSS, possible notification of law enforcement 2nd Offense – 4-10 days of OSS, possible notification of law enforcement 3rd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified.
<b>Prohibited Conduct:</b>	<b><u>Harassment, including Sexual Harassment *</u></b>
<b>Definition:</b>	Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include but are not limited to; racial jokes or comments, requests for sexual favors, unwelcome sexual advances, graffiti, name calling or threatening, intimidating or hostile acts based on a protected characteristic.
<b>Consequences:</b>	1st Offense – 4-10 days of OSS 2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified
<b>Prohibited Conduct:</b>	<b><u>Hazing</u></b>
<b>Definition:</b>	Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or school-sponsored activity.
<b>Consequences:</b>	1st Offense – 1-4 days of ACP or 1-4 days of OSS 2nd Offense - 4-10 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.
<b>Prohibited Conduct:</b>	<b><u>Threatening Language or Conduct *</u></b>
<b>Definition:</b>	The use of verbal, physical or written threats to do bodily harm to a person or personal property.
<b>Consequences:</b>	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.

**SECTION III: STUDENT/STAFF RELATIONSHIPS**

**Prohibited Conduct: Defiance of Authority (Insubordination)**

**Definition:** Refusal to obey directions or defiance of school personnel authority

**Consequences:** 1st Offense – 1- 4 Days of ACP or 1-10 days of OSS  
2nd & Subsequent Offense – 3-5 days of ACP, 1-10 days of OSS

**Prohibited Conduct: Disparaging or Denigrating Language or Conduct**

**Definition:** Use of verbal, physical or written expression or acts meant to demean other persons due to race, gender, disability, natural origin or religious beliefs.

**Consequences:** 1st Offense – 1-4 Days of ACP or 1-10 days of OSS  
2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct: Inappropriate Language or Conduct**

**Definition:** Use of verbal, physical or written expression or acts directed at school personnel or peers which are disrespectful, rude, demeaning, vulgar, disruptive or otherwise inappropriate for an educational setting.

**Consequences:** 1st Offense – Warning, Principal's Detention, 1 – 4 Days of ACP, 1-10 days of OSS  
2nd Offense – Principal's Detention, 1-4 days of ACP, 1-4 days of OSS  
3rd & Subsequent Offenses - 4-10 days of OSS

**SECTION IV: INAPPROPRIATE ACTIVITY**

**Prohibited Conduct: Improper Display of Affection**

**Definition:** Physical contact that is inappropriate to the school setting. A good rule to follow is that side to side hand holding is authorized.

**Consequences:** 1st Offense – Warning, Principal's Detention, or 1-4 Days of ACP  
2nd Offense – Principal's Detention, 1-4 days of ACP or 1-4 days of OSS  
3rd & Subsequent Offenses - 4-10 days of OSS

**Prohibited Conduct: Inappropriate Touching**

**Definition:** Physical touching of another student in the area of the breasts, buttocks or genitals.

**Consequences:** 1st Offense – 4-10 days of OSS  
2nd & Subsequent Offenses – 10 days of OSS, referral to district administration, possible notification of law enforcement

**Prohibited Conduct: Indecent Exposure \***

**Definition:** Displaying breasts, buttocks or genitals in a public location.

**Consequences:** 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.

**Prohibited Conduct: Sexual Activity \***

**Definition:** Students are prohibited from acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation while on district property or at a school activity, on or off school property.

**Consequences:** 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

**Prohibited Conduct:** **Sexually Explicit, Vulgar or Violent Material, Language or Conduct \***  
**Definition:** Students may not possess, distribute or display sexually explicit, vulgar or violent material. Students may not use verbal, physical or written expression that is sexually explicit, vulgar or violent. Students may not possess, display or use sexually intimidating language, objects or pictures in any way.  
**Consequences:** 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.

**Prohibited Conduct:** **Promotion/Encouragement of Prohibited Conduct**  
**Definition:** Promoting or encouraging behavior that violates the student handbook such as recording and posting physical and verbal confrontations, organizing/coordinating prohibited acts, etc.  
**Consequences** All Offenses: consequences will be the same as that of the prohibited conduct that was promoted/encouraged

**SECTION V: ACADEMIC SETTING**

**Prohibited Conduct:** **Academic Dishonesty**  
**Definition:** Cheating on any graded educational exercise  
**Consequence:** 1<sup>st</sup> Offense – Student will receive zero credit and principal conference  
2nd Offense – Student will receive zero credit, parent conference scheduled, and 1 day of ACP  
3<sup>rd</sup> Offense & Subsequent Offenses – Student will receive zero credit, parent conference, and 3-5 days of ACP

**Prohibited Conduct:** **Cell Phone and/or Smart Device Insubordination**  
**Definition:** The use of any cell phone and/or smart device during the instructional day  
**Consequence:** 1<sup>st</sup> Offense – Confiscation, Student pick up after school  
2<sup>nd</sup> Offense – Confiscation, Parent pick up after school  
3<sup>rd</sup> Offense – Confiscation, Parent Pick up after school and detention  
4th Offense - Confiscation, Student checks phone into office every morning and picks up after school. Student subject to search. 1-3 days ACP or 1-3 OSS.

**Prohibited Conduct:** **Dress Code Violation**  
**Definition:** Being dressed in such a manner that violates the school dress code  
**Consequences:** All Offenses – Correct the situation, 1- 4 days of ACP, or 3 days of OSS

**Prohibited Conduct:** **Technology Misconduct \***  
**Definition:** Attempting, regardless of success, to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology in appropriate or by unapproved methods.  
**Consequences:** 1st Offense – Principal’s Detention, loss of technology privileges and restitution if appropriate, 1-4 days of ACP, 1-180 days of OSS  
2nd & Subsequent Offenses – Loss of technology privileges and restitution if appropriate, 1-4 days of ACP, 1-180 days of OSS or expulsion

**Prohibited Conduct:** Truancy  
**Definition:** Failure to report to school or class, or leaving school without permission from school authorities  
**Consequences:** All Offenses – Principal’s Detention or 1 – 4 Days of ACP

**SECTION VI: ITEMS/SUBSTANCES PROHIBITED**

**Prohibited Conduct:** Alcohol \*  
**Definition:** Possession or presence under the influence of alcohol on school property or at a school sponsored event.  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** Drugs–Possession/Under the Influence of Invalid Prescription Medication \*  
**Definition:** Possession of a prescription medication without a valid prescription for such . medication on district property or at a school activity, on or off school property.  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** Drug - Possession/Presence under the Influence of a controlled substance\*  
**Definition:** Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** Drugs - Sale or Distribution of a Controlled Substance – includes Invalid Prescription Medication \*  
**Definition:** Sale, distribution, or the attempt to sell or distribute a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** Possession of a Firearm or Weapon \*  
**Definition:** Possession of a firearm or weapon as defined by the Safe Schools Act on district property or at a school activity, on or off school property.  
**Consequences:** All Offenses – 10 days of OSS, referral to district administration, law enforcement notified.

**Prohibited Conduct:** Tobacco/Tobacco - possession/use of tobacco products  
**Definition:** Possession or use of tobacco products, including electronic cigarettes or vaping devices, on district property or at a school activity, on or off school property.  
**Consequences:** 1st Offense – 3-5 days of ACP  
2nd Offense – 4-8 days of ACP or 1-4 days of OSS  
3rd & Subsequent Offenses – 4-10 days of OSS

**Prohibited Conduct:** Tobacco/Tobacco - sale/distribution of tobacco products  
**Definition:** Sale or distribution of tobacco products, including electronic cigarettes or vaping devices/products, on district property or at a school activity, on or off school property.  
**Consequences:** 1st Offense – 3-5 days of ACP  
2nd Offense – 4-8 days of ACP or 1-4 days of OSS  
3rd & Subsequent Offenses – 4-10 days of OSS

**Prohibited Conduct:** **Fireworks and Explosives**  
**Definition:** Possession, transfer, distribution or igniting of fireworks or explosive devices that falls short of the definition of a weapon on school property.  
**Consequences:** All Offenses – Principal’s Detention, 1 -5 Days of ACP or 1-180 days of OSS

**Prohibited Conduct:** **Incendiary Devices**  
**Definition:** Possessing, displaying or using matches, lighters or other incendiary devices used to start fires unless required as part of an educational exercise and supervised by district staff.  
**Consequences:** 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  
3rd & Subsequent Offenses - 10 days of OSS, possible referral to district administration, possible notification of law enforcement.

**SECTION VII: TRANSPORTATION**

**Prohibited Conduct:** **Automobile/Vehicle Misuse**  
**Definition:** Students are not to move or be in vehicles during the school day without permission from school officials. Other violations include but are not limited to: unsafe driving on or around school property, failure to follow parking or driving directions and rules established by school officials, and all traffic violations. Traffic violations will result in law enforcement contact.  
**Consequences:** 1st Offense – Warning; 1-4 school days of loss of parking privileges  
2nd Offense – 4- 20 school days of loss of parking privileges  
3rd & Subsequent Offenses – Loss of parking privileges for the balance of the school year.

**Prohibited Conduct:** **Bus or Transportation Misconduct (Board Policy 2600-2610) \***  
**Definition:** Any offense committed by a student on a district-owned or contracted bus shall be addressed in the same manner as if the offense had occurred on school property and on school time. In addition, bus-riding rights may be suspended or revoked. Students will be issued bus tickets for any violation of the posted school bus rules (see below) and/or violation of the student handbook discipline code. School bus drivers try to establish healthy relationships with student riders through positive communication. School bus drivers are encouraged to manage student behavior on the school bus just as classroom teachers are encouraged to manage student behavior in the classroom. In the event a student disrespects the safety of other school bus riders, the school bus driver’s authority and/or violates a school bus rule, the student will be referred to the building principal using a bus conduct form.

## 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 – 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 3 – 5 day loss of riding privileges.

Accumulation of 8 points will result in a 5 – 10 day loss of riding privileges.

Accumulation of 12 points will result in a 10 – 20 day loss of riding privileges.

Accumulation of 16 points will result in a minimum 30 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 30 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.

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.)

<b>SECTION VIII:</b>	<b>OTHER</b>
<b>Prohibited Conduct:</b>	<b><u>Gambling</u></b>

<b>Definition:</b>	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
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<b>Consequences</b>	1st Offense – Warning, Principal’s Detention, 1-4 days of ACP or 1-180 days of OSS 2nd Offense & Subsequent Offense – 1-4 day of ACP or 1-180 days of OSS
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Consequences will be given at the discretion of the building administration. Any offense marked with “\*” may qualify as a Safe Schools violation. A Safe Schools violation may require a report being sent to the Sheriff’s Department, Juvenile Office, and/or Children’s Division of the Missouri Department of Social Services.

**Prohibition Against Harassment and Discrimination and Grievance Procedure (Board Policy and Regulation 1300)**

Harassment or discrimination because of an individual’s race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

*Disability:* A physical or mental impairment that substantially limits a major life activity.

*Discrimination:* Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

*Harassment:* Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual’s ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or ● Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

*Sexual harassment:* is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing

to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

*Retaliation:* Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

*Student:* An individual that is currently enrolled as a student of the District.

### Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

### Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

Examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

### Obligation to Report

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a

possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

#### Interim Measures

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

#### Investigation and Response

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with the investigation process.

#### Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

### Formal Process for Resolution – Grievance Procedure

#### Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

#### Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.

A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures.

#### Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of Regulation 1300.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.

When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

## Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within thirty (30) calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable. • The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.

If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

## *Step Two – Appeal to Board of Education*

### Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

### Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within thirty (30) calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

## Retaliation

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation may be disciplined, up to and including dismissal or expulsion.

## Confidentiality

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

### Consequences and Remedies

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

*Consequences* - Consequences for violations of Policy and Regulation 1300 may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property. In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

*Remedies* - The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

### **Prohibition Against Sexual Harassment and Retaliation Under Title IX (Board Policy and Regulation 1301)**

This Policy governs a complaint of sexual harassment or retaliation of a student or employee, as such conduct is defined and regulated under Title IX of the Education Amendments of 1972, and that is alleged to have occurred on or after August 14, 2020. If any provision of Title IX or its regulations is held invalid or unenforceable by a court, agency, or department with legal jurisdiction over the District, the corresponding provisions in this Policy shall likewise be rendered invalid and not enforced.

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

### **DISTRICT'S TITLE IX COORDINATOR**

The following person has been designated as the District's Title IX Coordinator:

Christina Ridgeway  
Sturgeon RV Schools  
210 West Patton  
Sturgeon, MO 65284  
573-687-2155  
cridgeway@sturgeon.k12.mo.us

The District has designated the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District. The Title IX Coordinator is in charge of assuring District compliance with Regulation 1301 and Title IX of the Education Amendments of 1972. See Policy and Regulation 1300 for the individual(s) designated by the District to be the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

## **DEFINITIONS**

For the purpose of this Regulation, the following terms are defined:

*Actual Knowledge:* Notice of sexual harassment or allegations of sexual harassment to any employee (other than the respondent) in an education program or activity of the District against a person in the United States. Actual knowledge does not include constructive notice.

*Complainant:* An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Day:* A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

*Education program or activity:* Locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

*Formal complaint:* A document filed by a complainant, or a parent or legal guardian of a student complainant, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Additionally, a formal complaint can be completed and signed by the Title IX Coordinator, if, in their sole discretion, they conclude that the District needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. The complainant must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.

*Respondent:* An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

*Retaliation:* Intimidation, threats, coercion, or discrimination of an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Regulation.

*Sexual harassment:* Conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or 3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or stalking" as defined in 34 U.S.C. 12291(a)(30).

*Supportive measures:* Non-disciplinary, non-punitive, individualized services. Appropriate supportive measures shall be offered to the complainant and may be offered the respondent, as appropriate and depending on the individual circumstances of the situation. Supportive measures may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, and conferences.

### **Illustrations and Examples of Prohibited Sexual Harassment**

For the purpose of this Regulation, the determination if conduct is prohibited under Title IX is a fact-intensive question that shall be considered on a case-by-case basis. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to their body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

### **OBLIGATION TO REPORT**

The District is steadfastly committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Staff with actual knowledge of behaviors that may constitute sexual harassment and related retaliation as defined in this Regulation shall report it to the Title IX Coordinator. When a formal complaint is filed with the Title IX Coordinator, the grievance process detailed below will be used. Reports of sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

### **Response to Actual Knowledge of Sexual Harassment or Related Retaliation**

When the District has actual knowledge of sexual harassment or related retaliation under Title IX, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Explain the process for filing a formal complaint under this Regulation; and
4. Inform the complainant of the availability of supportive measures regardless of whether a formal complaint is filed under this Regulation.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process outlined in this Regulation. The District will only impose disciplinary consequences against a respondent for violations of this Regulation after the grievance process has been completed; however, the District may impose disciplinary consequences against a respondent for other violations of the District's Board of Education Policies prior to the conclusion of the grievance process outlined in this Regulation. If there is an immediate threat to the physical health or safety of any student arising from the

allegation of sexual harassment that justifies removal, the respondent's placement shall be changed, including removal from the District. Immediately following the removal, the respondent shall be given notice and an opportunity to challenge the decision to the Superintendent in writing. The Superintendent shall issue a written decision on the respondent's challenge and such decision shall be final. If the respondent is an employee, the employee may be placed on administrative leave during the pendency of the grievance process.

### **Grievance Process for Formal Complaint**

During the grievance process for a formal complaint, the District shall treat the complainant and the respondent equitably. The District will ensure that relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence, and that credibility determinations are not based on a person's status as a complainant, respondent, or witness. Additionally, the Title IX Coordinator, the investigator, all decision-makers, and any facilitator of the informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or individually. Furthermore, the District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Formal Complaint

Formal complaints of sexual harassment under this Regulation must be submitted to the Title IX Coordinator. A charge or complaint of sexual harassment or retaliation filed with an outside agency does not constitute a formal complaint with the District or trigger the District's obligation to follow the formal complaint grievance process as contemplated under this Regulation.

If a formal complaint involves allegations against the Title IX Coordinator, the formal complaint shall be filed directly with the Superintendent, unless the Superintendent is the Title IX Coordinator, or President of the Board of Education.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, the grievance process, and any informal resolution process to the complainant and the respondent to give both parties the proper time to prepare a response before an interview;
2. Inform the complainant and the respondent of the prohibition against making false statement or knowingly submitting false information;
3. Inform the complainant and the respondent that they may have an advisor (who may be but who is not required to be an attorney) present during any of their own subsequent meetings; and 4. Offer supportive measures in an equitable manner to the complainant and the respondent, when appropriate.

The Title IX Coordinator, at their discretion, may consolidate formal complaints if they arise out of the same facts or circumstances. If, in the course of the investigation process as outlined below in this Regulation, the investigator decides to investigate new allegations about the complainant or the respondent that are not included in a written notice previously provided to the complainant and respondent, the Title IX Coordinator will provide another written notice of the additional allegations to the complainant and the respondent.

The Title IX Coordinator must dismiss a formal complaint for any of the following reasons:

1. The conduct alleged in the formal complaint would not constitute sexual harassment even if proved.
2. The conduct alleged in the formal complaint did not occur in the District's education program or activity.
3. The conduct alleged in the formal complaint did not occur within the United States.

The Title IX Coordinator may dismiss a formal complaint for any of the following reasons:

1. The complainant has notified the District in writing that the complainant would like to withdraw the

formal complaint or any allegations.

2. The respondent is no longer enrolled or employed by the District.
3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint.

If the Title IX Coordinator dismisses a formal complaint, written notice of the dismissal, including the reasons for dismissal, shall be provided to the complainant and the respondent. If a complainant or respondent wishes to appeal a dismissal of a formal complaint, they should follow the appeal process outlined in this Regulation. Dismissal of a formal complaint does not preclude the District from investigating, taking action, or imposing discipline outside of this Regulation related to the alleged conduct and in accordance with any other Board policy or regulation.

#### Investigation

The Title IX Coordinator, or a designee, shall serve as the investigator and be responsible for investigating formal complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The District may appoint an outside investigator when appropriate. A subordinate shall not investigate his or her supervisor.

The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the District and not the complainant or respondent.

The investigator shall initiate an investigation within five (5) days of the receipt of the formal complaint by the Title IX Coordinator, unless good cause exists to extend this timeframe. All investigations shall:

1. Provide an equal opportunity for the complainant and the respondent to present witnesses and evidence;
2. Not restrict the ability of either the complainant or the respondent to discuss the allegations under investigation or to gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the complainant and the respondent with the same opportunities to have an advisor present during any grievance proceeding;
5. Provide to the complainant and the respondent whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the individual to prepare to participate;
6. Provide the complainant and the respondent an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Employees and students should fully cooperate with the investigation process under this Regulation.

Prior to the completion of the investigative report, the investigator shall send to the complainant and the respondent the evidence related to the investigation to inspect and review. The complainant and the respondent shall have ten (10) days to submit a written response which the investigator shall take into consideration in creating the final investigative report.

At the close of the investigation, a written final investigative report will be delivered to the complainant and the respondent. The final investigative report should be completed within thirty (30) days of the initiation of the investigation, unless good cause exists to extend this timeframe.

Upon receipt of the final investigative report, the complainant and the respondent shall have ten (10) days to submit a written response to the report to the investigator and to submit written, relevant questions to be asked of any party or witness prior to the determination of responsibility.

#### Determination of Responsibility

For the purposes of a determination of responsibility, the decision-maker shall be the Superintendent or their designee; however, the decision-maker shall not be the Title IX Coordinator or the investigator. The decision-maker shall receive the final investigative report as well as any written responses and additional questions to be asked that were timely submitted by the complainant and the respondent. Upon a determination of relevance, the decision-maker will facilitate the exchange of written questions as submitted by the complainant and the respondent, provide the complainant and the respondent with submitted answers (if any), and allow for additional, limited follow-up questions from the complainant and respondent.

Within a reasonably prompt time frame, the decision-maker shall make a determination of responsibility based on the final investigative report, the evidence, and all written responses timely submitted by the complainant and the respondent, and without any live testimony or hearing.

The decision-maker shall provide the written determination to the complainant and the respondent, along with information regarding the procedures and allowable bases to appeal the decision. The written determination shall include:

1. The allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts; and
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the recipient to the complainant.

The preponderance of the evidence standard shall be used in making a determination of responsibility.

If a determination of responsibility against a respondent is made, the District shall impose consequences as described below in this Regulation. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment and to restore equal access to the education program or activity.

#### Appeal

Either the complainant or the respondent may appeal from a determination of responsibility or a dismissal of a formal complaint (or any allegations therein) for any of the following reasons:

1. A procedural irregularity that affected the outcome of the investigation;
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the investigation; or
3. A conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker.

Appeals shall be submitted to the Title IX Coordinator within five (5) days of a determination of responsibility or dismissal of a formal complaint (or any allegation therein). If an appeal is not timely submitted, the determination of responsibility or the dismissal of a formal complaint (or any allegation therein) becomes final.

Upon receipt of an appeal, the Title IX Coordinator shall provide written notice of the appeal to the complainant and the respondent. During the appeal process, the complainant and the respondent shall have a reasonable, equal opportunity to submit written statements in support of or in challenge of the appeal to the designated decision-maker on appeal; however, both the complainant and the respondent are limited on appeal to submission of only written statements. There will be no live or oral testimony.

After review of the appeal, investigative report, and any written statement submitted by the complainant and the respondent, the designated decision-maker on appeal, who shall not be the Title IX Coordinator, investigator, or the decision-maker of a dismissal or determination of responsibility, shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided to the complainant and the respondent. This decision shall be final.

#### Informal Resolution:

At any time after a formal complaint is filed and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process to address the allegations made in the formal complaint. The informal resolution process is voluntary and does not involve a full investigation and adjudication under the grievance process in this Regulation. If the complainant and respondent both elect to engage in the informal resolution process, their voluntary consent shall be made in writing and all timeframes and deadlines in this Regulation shall be suspended.

An informal resolution may include, but is not limited to the following:

- If the complainant so desires, an opportunity for the complainant to explain to the respondent that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the respondent that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The informal resolution process shall not be made available to formal complaints alleging sexual harassment under this Regulation of a student by an employee.

#### **RETALIATION**

The District prohibits retaliation against a person who files a formal complaint of sexual harassment under this Regulation, and further prohibits retaliation against a person who participates in related investigations.

Notwithstanding this provision, employees or students found to have intentionally made knowingly false or materially misleading allegations of suspected harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

#### **CONFIDENTIALITY**

The District will respect the privacy of the complainant, the respondent, and the witnesses to the extent possible, consistent with applicable law as well as the District's legal obligations to investigate, to take appropriate action, and to conform with disclosure obligations as identified in this Regulation.

The complainant and the respondent shall not disclose any information obtained during the grievance process in violation of the Family Educational Rights and Privacy Act or for any purpose outside of participation in the grievance process.

#### **CONSEQUENCES**

Where a determination of responsibility for sexual harassment or related retaliation as defined in this Regulation has been made, the District will provide remedies to the complainant designed to restore or

preserve equal access to the District's education program or activity.

Consequences for violations of this Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting sexual harassment or related retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the Title IX Coordinator shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

## **RECORD KEEPING**

The District shall maintain for a period of seven (7) years records of the following:

1. Each investigation and determination of responsibility made under this Regulation, including disciplinary sanctions imposed on the respondent and remedies provided to the complainant;
2. Any appeal decided under this Regulation;
3. Any informal resolution reached under this Regulation;
4. Materials used for training the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process under this Regulation; and
5. Actions taken in response to actual knowledge of sexual harassment or related retaliation under this Regulation, including supportive measures designed to restore or preserve equal access to the District's education program or activity.

## **TRAINING & PUBLICATION OF POLICY**

The District will train its employees on the definition of sexual harassment and retaliation under this Regulation and the duty to report when they have actual knowledge of sexual harassment. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Title IX Coordinator, determines is necessary or appropriate. Additionally, the District will provide training to the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process on identifying, investigating, and reporting on acts that may constitute sexual harassment or related retaliation under Title IX, and such training materials will be posted on the District's website. District students will be notified regarding this Regulation. This Regulation will be posted on the District's website and available in Central Office.

**PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS** The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active

parental involvement and to set and realize goals for parent-supported student learning. The district will:

- Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implement strategies to involve parents in the educational process, including:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
  - Provide input into district policies.
- Volunteer time within the classrooms and school programs.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- If practicable, provide information in a language understandable to parents.

## **Title I Parent Involvement**

### ***District Policy***

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who, are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies

### **NOTICE REGARDING BULLYING (Board Policy 2655)**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict

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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office. Bullying Report Forms are available with the principal and counselor.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other 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, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to: cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District

administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

**NOTICE REGARDING DISABILITIES & FAPE/SURROGATE PARENT ANNOUNCEMENT** All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, 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 public school 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, emotional disorders, hearing impairment and deafness, mental retardation/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 public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The public school assures that personally identifiable information collected, used, or maintained by the agency 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). You may contact the District if you wish to review the requirements provided by FERPA.

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, A parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE**

### **Annual Rights Notification**

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

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

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

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

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

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

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be found on the District's web page. A copy may be also obtained in person or by mail from:

Christine Vaughn  
Sturgeon High School  
24350 Fairgrounds  
Sturgeon, MO 65284  
573-687-4005  
cvaughn@sturgeon.k12.mo.us

### **Notice of Designation of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: a program showing your student's role in a concert; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires the School District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice to the District, in writing, that you do not want the information released. The District has designated the following information as directory information: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photographs.

If you have any questions, or need further information, please contact the Superintendent.

### **NOTICE REGARDING RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents, and students who are emancipated minors ("eligible students"), certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parents;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings,

- or any physical exam or screening permitted or required under State law; and
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will notify parents and eligible students of these policies at least annually during each school year and after any substantive changes. The District will also directly notify parents and eligible students if any of the following activities are carried out and provide the parent or eligible student an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination of screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW.  
 Washington, D.C. 20202-4605

**NOTICE REGARDING EVERY STUDENT SUCCEEDS ACT (ESSA) 2015**

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

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

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

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

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

A guide that explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) can be found in District Regulation 1621