



Sturgis Charter Public School  
*An International Baccalaureate World School*



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August 20, 2025

Dear Sturgis West Students and Families,

We are so excited to welcome students next Wednesday, August 27th!

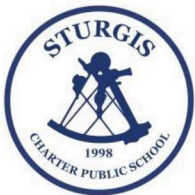
Attached please find our building policies for a variety of topics including how to enter/exit Sturgis West, building security, cell phone policy, open campus lunch, athletics, health forms and more. For families of incoming 9th and 10th graders, please see two important items at the bottom (Convocation and Camp Burgess details).

Please note that the parking lot can get quite congested at the beginning of the year. Please consider dropping off before 8am and arriving for pick up after 3:20 if you do not want to wait in a line.

In addition, the Stop & Shop gas station parking lot is not Sturgis property. Parents should not idle or park there when picking up or dropping off.

Finally, for the first three days of school, all 9th graders will remain in the building during lunch. Please ensure that your child has lunch for these first few days.

Thank you,  
Jenn Kirk  
Principal



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### **How to enter and exit Sturgis West**

All parent drop-off activities and car-pool activities shall **enter the campus from West Main Street and exit at Scudder Avenue**. The designated pick-up and drop-off area for this movement will be in the vicinity of the cross-walk area near the main entrance to the building. This area will be monitored and controlled by designated school personnel during the entirety of all pick-up/drop-off periods and a controlled safe atmosphere will be maintained.

Parents coming from the East may wish to turn left on Pitchers Way from 28/Falmouth Road. Follow Pitchers Way to West Main Street. Take a left on West Main, and then enter the school driveway by taking a right off of West Main.

All buses will enter the campus from Scudder Avenue and will line up directly along the curb on the north side of the building to allow students to be dropped off at the curb of the facility. Buses will exit at West Main Street.

Students who are allowed to drive to the school (i.e., those having received a permit through the parking lottery) will be directed to **enter and exit the facility via the Scudder Avenue** driveway and park in the student-designated parking spaces. This configuration will keep student drivers away from the areas where pick-up and drop-off activities will occur in the middle of the property.

Seniors or Juniors who do not receive a parking place on campus will be asked to park at the upper lot of the Melody Tent (off West Main Street).

### **Building security**

As part of our continuing efforts to provide the most safe and secure school environment as possible, here are our protocols for entrance and exit to our building:

- All students are **required** to enter and exit the building through our main front door entrance.
  - This includes re-entry during and after our lunch period.
- **No entry or exit is allowed through our side doors. These are Emergency Exit only doors.**

### **Cell Phone and Other Electronic Devices Policy**

To ensure a productive educational experience, cell phones are not allowed during school hours except during lunch. Ongoing research has consistently shown that students who are on cell phones and other electronic devices in the classroom are not otherwise engaged in learning. To preserve the teaching and learning environment, improve interpersonal skills, reduce distractions, and cultivate a positive classroom culture characterized by more face to face interactions, Sturgis students will be expected to adhere to the following guidelines:

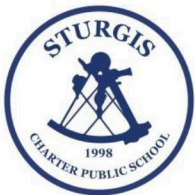


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1. Students' cell phones will be off and put away during the hours of 8:20-11:30 and 12:30-3:10. This includes passing time. Cell phones must be put away prior to entering the classroom. In addition, no cell phone use is allowed when you leave during class to go to the bathroom, nurse, counseling, etc.
  2. Earbuds/Headphones must also be removed and put away during these same times. These devices cannot be worn or used during class or passing time.
  3. Wired headphones (either ones provided by the teacher or students' personal ones) may be used for educational purposes when appropriate during class time or study hall at the teacher's discretion. These wired headphones may not be connected to anything other than the student's computer/chromebook.
  4. Smartwatches may be worn, but phone features (such as texting, internet viewing, and calls) must be turned off when phone use is prohibited.
  5. The following actions will result if students do not adhere to these expectations.
    - a. First Offense: The device(s) will be kept with the Assistant Principal for half a day. Students may pick up their item(s) at the start of lunch or the end of the day, depending on when it was confiscated as appropriate.
    - b. Second Offense: The device(s) will be kept with the Assistant Principal for a full day, including lunch. Parents will be notified and the student may retrieve their item(s) at the end of the day.
    - c. Third Offense: The device(s) will be kept with the Assistant Principal for the day. The Assistant Principal will contact the parents or guardians and the parents or guardians will be notified that the student must turn in the device to the Assistant Principal for the duration of each school day for the remainder of that week, including lunch.
    - d. Patterns of misuse may result in a longer period phone "check-in" process with the Assistant Principal.
- If a student has lost cell phone privileges, bringing another cell phone to school will be considered insubordination as outlined in the Sturgis Student Handbook.
  - Students who refuse to hand over their cell phone or other electronic device will be subject to consequences for insubordination as outlined in the Sturgis Student Handbook and will require a parent meeting to discuss such consequences.
  - Determined on an individual basis, students with a documented disability that supports a headphone accommodation in their 504 Plan or IEP may be permitted to use noise-canceling headphones and/or listen to music during specific independent work periods or assessments, as outlined in their plans.

***Sturgis shall assume no responsibility for any electronic device or cell phone misplaced, lost, or stolen during school, after school, or any school-related trip or event.***



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### **Off-Campus Lunch Policy**

One of the advantages of our Hyannis location is the opportunity it affords students to interact with the larger community. With parental/guardian permission, students may leave the campus at lunchtime. Parents/guardians grant permission by filling out the All Student Form on the Community Portal. Students should understand that leaving to buy lunch in a local establishment is a privilege. While out in the community, it is imperative that students are aware of their surroundings.

- On crosswalks, one must never assume that cars will stop in accordance with the signs.
- Wait for all traffic to come to a complete stop before crossing.
- It is highly recommended that students leave campus in the company of at least one other student.

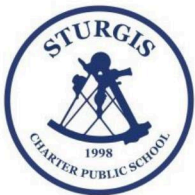
Student safety is of paramount importance to Sturgis. Therefore, Sturgis has created this policy for students who are walking off-campus during the lunch-period to purchase food and/or beverages: Students walking off-campus are instructed to remain on the south side (school's side) of West Main Street where there are sidewalks leading to various food establishments. These establishments are in the area of 187-215 West Main Street. This means that students are not allowed to walk to the Subway restaurant that is located at the West Main Rotary. Failure to abide by the rules put forth by this policy may result in the immediate loss of lunch privilege and may be restored at the discretion of the Principal.

Sturgis offers a set lunch program with *The Little Sandwich Shop*. Orders must be placed by **9:00 AM** on the day that students wish to receive the order. [The link for Lunch Orders](#) is on the right hand side of the West Campus page of our website. Please note that to our cell phone policy, students will not be allowed to use their phones to place lunch orders after 8:20. Delivery services, such as DoorDash and Uber Eats, are not allowed.

If you wish to speak to someone about financial assistance, [please use this Google Form](#).

- If this form is not automatically translated please click [this](#) link for instructions.
- Si este formulario no se traduce automáticamente, haga clic en [este](#) enlace para obtener instrucciones.
- Se este formulário não estiver traduzido automaticamente, clique [neste](#) link para obter instruções.

NOTE: All students/parents must complete the online **Lunch Permission** by Tuesday, September 2nd in order to be allowed to have the privilege of open lunch. **The lunch permission form is part of the “All Students Form” on the Community Portal and can be “signed” digitally.** Those students who do not have a parent's permission or who lose lunch privileges will eat in supervised situations within the school buildings.



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### **On-Campus Lunch Policy**

Students are allowed to bring a bag lunch and eat in classrooms or in the backyard.

Each room will have a bottle of disinfecting wipes and students are responsible for leaving their lunch spaces clean at the end of the lunch period.

### **Tardies to class and from lunch**

Students are expected to be seated in class—ready to learn—at the posted start of each class. This is particularly noteworthy at the start of our 4th period class which is the end of lunch. Students need to be in this class, ready to learn (just like all other classes) **by 12:30 at the latest**. If students are unable to be seated in class by 12:30, we will temporarily revoke their open campus privileges.

### **Attendance Reporting**

We ask that you use the [Attendance Reporting Form](#) to inform the school of **any absences, tardies or dismissals**. The form can be found on the right hand side of the [West Campus homepage](#) as well as on the Community Portal. This form should be completed by 9am the day of the dismissal. If an unforeseen dismissal arises after 9am, please call the front office (508)771-2780.

### **Athletic Department**

Sturgis Athletics is set to kick off another exciting year of Varsity and JV sports. Fall sports are set to begin pre-season practices on August 18. If you have not yet signed up for a sport, you must do so immediately by going to the appropriate Family ID page:

- Sturgis West Family ID page  
<https://www.familyid.com/organizations/sturgis-charter-school-west>

Likewise, before being allowed to practice, you will need an up-to-date sports physical, a completed Impact (concussion) test, and pay the \$150 user fee. Payment can be made during registration via PayPal or your child may bring a check to their coach or to the Athletic Director.

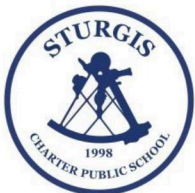
In the fall, we offer Soccer, Field Hockey, Golf, Volleyball and Cross Country. Coaches should be contacting you shortly with pre-season practice times and locations.

If you have any questions or concerns, please contact the West Athletic Director Scott McNair at (508)-771-2780 or [smcnair@sturgischarterschool.org](mailto:smcnair@sturgischarterschool.org)

### **Health Forms (must be completed for all students)**

Please complete the form below:

- [Student Medical Form](#)
  - If this form is not automatically translated please click [this](#) link for instructions.



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**Convocation for New Students and Parents/Guardians**

All new (ninth and tenth grade) students and parents/guardians are invited to attend Convocation at our community center at 529 Main Street in Hyannis on **Monday, August 25th from 5:30-6:30pm**. This event is an important evening for new students and parents, as we will be introducing the faculty and giving an orientation to the school year, including some of the new opportunities, curricula, programs, and policies. Several school leaders will also be making presentations about their areas of responsibility. Students will have their first opportunity to meet with their advisor for the year. We will also be organizing groups of parents/guardians from each town who might be interested in meeting one another and in arranging car pools for transportation to and from school. At the end of the program, we will have some informal time in order to give students, parents, and faculty an opportunity to get acquainted or reacquainted. We encourage all new Sturgis students and their parents to attend this event.

**Team Building and Signing of the Ship's Log for 9th graders**

Every year our 9th graders participate in our team building tradition. This year's 9th graders will attend Camp Burgess on **Wednesday, September 10th**. In the morning they will participate in team building activities and then in the afternoon they will return to school to sign the ship's log. Then, 4 years from now, they will 'sign out' of the ship's log at the end of our graduation ceremony...not as far off as you think!

Students need to be able to navigate uneven terrain and engage in moderate physical activity, rain or shine. If this will be a challenge for your student, please reach out to their school counselor or the nurse so that we can accommodate them.

Below are links to the permission form. Please fill out and return with the \$35 payment to the main office. The Field Trip Form is also available to download on the Community Portal.

**Ninth Grade Field Trip to Camp Burgess - September 10, 2025 - [permission slip](#)**

Note: If your student is a new 10th grader, your student's School Counselor will ensure that your student partakes in signing the ship's log. They will know to invite your student as appropriate.

**Additional information for Incoming Students**

You are encouraged to look at the information on the Incoming Student Page of the Sturgis website where you will find details on summer reading, borrowing a Sturgis chromebook, etc:

[Incoming Student Page](#)





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**Supplies**

Students will be given supply lists by their individual teachers during the first week of school. See info regarding required [Graphing Calculators](#). Students will receive their Sturgis email addresses on the first day of school during Advisory.

**Cape Cod Transit**

This year, all Cape Cod Transit buses will again be available to our students. Please be aware that there are CCRTA buses available from Bourne and Sandwich and the Sagamore Park & Ride. You can find further information at [www.capecodrta.org](http://www.capecodrta.org).

All fixed route buses are now FREE OF COST. The DART bus has a charge. To register, call 1-800-352-7155 after 12:00pm, and select "DART" at extension \*1 .

PLEASE NOTE: The CCRTA buses will NOT be dropping off or picking up students until after Labor Day on Tuesday, September 2nd.

**Financial Assistance**

If you require financial assistance, please fill out the [Financial Assistance Form](#) on our website. If you wish to speak to someone about financial assistance, [please use this Google Form](#).