

NEW BLOOMFIELD R-III SCHOOL DISTRICT 2019-2020 STUDENT HANDBOOK

MISSION STATEMENT

“Leading Lifelong Learners”

VISION STATEMENT

To enhance Wildcat pride in our community, New Bloomfield R-III provides a safe, positive, and innovative learning environment for every student.

Mrs. Sarah Wisdom, Superintendent
Mrs. Julie Gerloff, Elementary Principal
Mr. Paul Cloudwright, Middle School and High School Principal

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TABLE OF CONTENTS

Title Page	Page 1
Table of Contents/NBHS Bell Schedule	Page 2
Letter to Parents	Page 3
NBHS Staff	Page 4-5
Fight Song, Trivia, & The Wildcat Way	Page 5-7
Section I: Parent/Guardian Information	Page 7-8
Section II: Student Information and Requirements	Page 9-21
Section III: Student Responsibilities	Page 21-23
Section IV: Student Services	Page 23-26
Section V: Attendance Policy	Page 26-29
Section VI: Prohibited Conduct	Page 29-32
Section VII: Discipline Offenses and Consequences	Page 32-45
Section VIII: Activities Handbook	Page 45-55
Section IX: Technology Usage Agreements	Page 56-57
Section X: Important Policies; Bullying, Grievances	Page 57-75

NBHS/NBMS Bell Schedules

High School

1st Hour 7:58-8:48
2nd Hour 8:52-9:42
3rd Hour 9:46-10:36
4th Hour 10:40-12:01
5th Hour 12:05-12:58
6th Hour 1:02-1:52
7th Hour 1:56-2:46
8th Hour 2:50-3:17

4th Hour:

Lunch A 10:40-11:05
Lunch B 11:08-11:33

Middle School

1st Hour 7:58-8:48
2nd Hour 8:52-9:42
3rd Hour 9:46-10:36
4th Hour 10:40-11:33
5th Hour 11:37-12:58
6th Hour 1:02-1:52
7th Hour 1:56-2:46
8th Hour 2:50-3:17

5th Hour:

Lunch C 11:37-12:02
Lunch D 12:05-12:30

Dear Students and Parents/Guardians,

It is time to begin the 2019-2020 school year at New Bloomfield High School/Middle School! I want to welcome our new and returning students back to school. I hope you are excited and ready for a great year filled with learning, fun, and hard work.

This handbook contains essential information regarding our school and school rules as well as important Board of Education Policies. I hope that you find it as a helpful resource, along with using it to plan your daily and monthly activities and academic endeavors.

At New Bloomfield we desire the best for every student and we look forward to partnering with you to help our students be their best. Developing and maintaining excellence is not accidental. It is the result of **Commitment, Accountability, Team Work, and Success**. Everyone has a part to play if we are to achieve our goals and reach our full potential. Together, we can accomplish great things!

Students, our staff will provide the quality instruction that you deserve and that your parents expect. We are focused on learning and we will achieve our greatest successes by supporting one another in a respectful and compassionate environment. I'm glad that you are a part of the New Bloomfield High School/Middle School and I know that each student will have a fantastic educational experience this year.

"Leading Lifelong Learners"

New Bloomfield Staff

New Bloomfield High School/Middle School Staff

Administrative Officers

Superintendent:

Mrs. Sarah Wisdom

HS/MS Principal:

Mr. Paul Cloudwright

Assistant Principal/AD:

Dr. Susan Dudley

Counseling/504 Coordinator

Ms. Dara Reinkemeyer

Special Education Director

Mrs. Amy Parker

Administrative Assistants

Mrs. Tammy Zumbahl

Mrs. Sam McArdle

Teaching Personnel

Middle School:

Mr. Zach Moore

Mrs. Leslie Henke

Ms.

Mr. Joe Robinson

Mr. John Reynolds

Mr. Jonathan Bowen

High School:

Mrs. Cline

Mr. Brett Craighead

Mrs. Stormey Hug

Mrs. Megan Klukowski

Mr. Kayla Algieri

Ms. Christy Haas

Mrs. Beth Hildrich

Mr. Dean Reichel

Mr. Jacob White

Mrs. Cindy Loftus

Mr. Patrick Center

Ms. Susan Meier

Mrs. Eliabeth Morrow

Mrs. Diana Pohlman

Mr. Justin Forsythe

Mr. Patrick Evans

Ms. Charissa Consiglio

Mrs. Julie Morris

Mr. Andrew Meyers

Ms. Dana Bowlen

PE/Health

Special Education

Math

Science

English

Social Studies

Special Education

Alt. School/ISS

Social Studies

English

Math

Art

Science

Agriculture

Science

Special Education

Business

Music

Library

Social Studies

PE

Math

Spanish

English

Science/Math

FACS

Non-Certified Personnel

Mr. Dale Maupin

Mr. Blake Underwood

Mr. James Steel

Custodian

Custodian

Custodian

Special Education Aides:

Mrs. Clinda Miller

Mrs. Tonya McDonald

Mrs. Cindy Snarr

Club & Activity Sponsors

Mrs. Loftus
Mr. Reynolds
Mr. Riechel
Mr. Center
Ms. Bowlen
Mrs. Klukowski
Mrs. Hildrich
Mr. Reynolds
Mrs. Morrow
Mr. Reynolds

National Honor Society
National Junior Honor Society
FFA
FBLA
FCCLA
Yearbook
HS Academic Bowl
MS Academic Bowl
HS Student Council
MS Student Council

Freshman Sponsors:

Sophomore Sponsors:

Junior Sponsors:

Senior Sponsors:

Coaching Sponsorships:

Ms. Reinkemeyer	Softball
Mr. Gilmore	Boy's Basketball
Mr. Craighead	Girl's Basketball
Mr. Forsythe	Baseball
Mr. Robinson	Women's Golf
Mr. Meyers	Men's Golf
Mrs. Watson	HS Cheerleading
Ms. Hug	MS Cheerleading
Mrs. Senevey	Dance
Mr. White	Track and Cross Country

Mrs. Loftus, Mrs. Bowlen, Mrs. Klukowski, Mr. Evans
Mr. Denning, Mrs. Pohlman, Mr. Morris, Mrs. Vargas
Mr. Forsythe, Mrs. Henke, Mr. White, Mrs. Cline
Mr. Reichel, Mrs. Morrow, Mrs. Hilrich, Mr. Center

New Bloomfield RIII does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, or disability. The procedures for reporting allegations of discrimination or harassment and discrimination and the contact information for the compliance coordinator can be found on the school website under Board Policy AC.

New Bloomfield RIII District is obligated to provide special education and related services to children ages 3-21. The District will also identify and provide education and assistance to students who are homeless, migrant and are learning English as a second language. Information on these programs can be found on the school website under Special Services.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to education records and directory information. To view District policy please access the school website under Board Policy JO.

NEW BLOOMFIELD FIGHT SONG:

*On, New Bloomfield, On, New Bloomfield,
on through the years.*

Above the rest, you are the best.

To you we raise our cheers. (rah! rah! rah!)

*On, you Wildcats, On you Wildcats, forward to the foe.
Victory will follow You where'er you go.*

NBHS/NBMS TRIVIA INFORMATION

School Colors:	Orange and Black
School Mascot:	Wildcat
School Conference:	Show Me Conference
School Yearbook:	The Beacon
Established:	1903

Our school began in a two-room schoolhouse on the site of the present Elementary school. It grew through the years, burned down, was built again, remodeled, added on, and changed. The two separate buildings on our campus now provide education to preschool through 12th grade students, some of whom are great-grandchildren of New Bloomfield graduates. During Homecoming activities we are proud to welcome "home" all who take pride in our traditions, and all who are interested in building new tradition

THE WILDCAT WAY

As proud members of this school and of the New Bloomfield community:

1. Every child shall attend school regularly and punctually, conform to all rules and regulations of the school, obey the directions of the teachers, observe good order, diligently study, act in a respectful manner to classmates and teachers, refrain from the use of profane and improper language, and observe clean personal attire.
2. Any student infected with any contagious or infectious disease, or who has been exposed to the same, shall not be allowed to attend school until the proper medical authorities indicate that he/she may do so. Students should be fever free for 24 hours before returning to school.
3. Students will be provided locks by the school at the beginning of the year to keep valuables locked up. Students must keep lockers locked at all times. Large sums of money and other valuable personal property should not be brought to school. Purses, wallets, watches, etc., should not be left in lockers without locks. The school will not be responsible for any items that are stolen from an unlocked locker. This includes PE lockers as well. The school cannot use resources to track unsecured items.
4. Students should feel free to talk over their concerns with the counselors, teachers, or with one of the administrators.
5. Students are to follow the directions listed in their student handbook and those established by each classroom teacher.
6. Students may not take book bags, backpacks, or large purses into the classrooms. Students should keep such items in their lockers. Students may take purses into the classrooms if they fit under the desk and do not cause classroom disruption.
7. Faculty and staff are "mandated reporters" and must report any child abuse or use or possession of illegal substances.
8. Teachers have the right to throw away food/drink items that they confiscate from students.
9. Teachers are not allowed to give ANY medication to students. (This includes aspirin and/or Tylenol.)

10. Students are to accept the responsibility for their own learning and the consequences for their behavior.
 - a. Be in your seat when the bell rings, ready to learn.
 - b. Come to each class prepared.
 - c. Participate in all class activities. Involvement and participation will lead to understanding and achievement. Your full attention and effort is needed to learn. Do not hinder your learning or that of others by talking, writing personal notes, sleeping, or working on assignments from another class.
 - d. Help keep our school in order. Dispose of trash properly, keep desks, walls, floors and equipment clean.
11. If a student leaves campus at any time (including lunch), they will be marked absent.

SECTION I: PARENT/GUARDIAN INFORMATION

We would like to welcome your son or daughter to NBHS/NBMS for the 2019-2020 school year. We believe that parent/guardian involvement is a critical part to a student's success at school. Below are some tips that may help you help your son or daughter this year. We are looking forward to a wonderful school year.

1. Sign up for Parent Portal in the Main Office. Parent Portal is a web based program that allows parent/guardian access to their student's course schedule, teacher emails, grades, attendance, lunch account, and discipline. Parent Portal is a password protected program. It does not reveal a student's social security number, address, or phone number. For access information, please contact the office.
2. All grades count towards GPA and/or promotion, graduation requirements, even electives!
3. The high school and middle school offer several forms of tutoring. We have before, during, and after school support as well as individual tutoring sessions that can be set up with teachers.
4. Monitor your student's attendance by calling the HS/MS office or emailing the teachers. Attendance is crucial towards success. Please try to schedule all appointments for after school hours or days that we are not in session.
5. Be aware of any changes in your son or daughter's behavior. Be willing to ask how they are doing, what they are involved in at school, what issues are they facing at school. Letting them know you care about what they do in school is very important.
6. Encourage your son or daughter to get involved with school clubs, sports teams, or activities. Help your son or daughter find something they are interested in. Research shows that students that are involved are less likely to drop out and typically do better in school.
7. Monitor your son or daughter's time at home. They should be doing something school related each night. Homework is assigned almost every day and reviewing the day's work is always beneficial. Ask to see their agendas if they are not bringing homework home.
8. We would like to remind parent/guardians that student use of cell phones (includes texting) during class time is prohibited. If you need to contact your son or daughter during the school day, please contact the Main Office so we can relay the message to them.
9. The school building opens at 7:30 a.m. and will close at 3:30 p.m. Students should not be dropped off early or remain on school grounds after 3:30 unless under the supervision of a teacher, sponsor, or coach.

CHAIN OF COMMAND

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

SCHOOL CANCELLATION/EARLY DISMISSAL/EMERGENCY NOTIFICATION

When it becomes necessary to dismiss school the public is asked to listen to one of the following for information:

KMIZ Channel 17 Columbia	KXEO 1340 AM Mexico
KOMU Channel 8 Columbia	KJMO
KRCG Channel 13 New Bloomfield	KLIK
KFAL 900 AM Fulton	KWOS

Information regarding cancellations, early dismissals, and emergencies will also be distributed via School Reach calls to the phone number on record.

CARE/PROTECTION OF BUILDING/GROUNDS

We should all be very proud of the buildings and facilities that the citizens of our community have provided. Keep them free from marks, cuttings, and other disfiguring. It is your responsibility to help keep them looking nice. If a student damages any school property, equipment, or books issued to them by a teacher, the student must pay for the damages at replacement cost. If anything is spilled or broken, it should be cleaned up and reported to the custodian or to the office if more assistance needs to be given to this cleanup. We would like to remind all patrons, parents, and students that NBHS/NBMS is a tobacco free campus.

VISITORS TO THE BUILDING

All visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the 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 his designee may refer charges to the proper legal authorities. NBHS does not allow food to be dropped off at the office by individuals or organizations during the school day, including during lunch periods except by parents of students.

SECTION II: STUDENT INFORMATION AND REQUIREMENTS

Automobiles, Motorcycles, Bicycles and Skateboards

Students who drive automobiles, motorcycles and bicycles are to park in the designated parking areas. Students are not allowed to bring or ride skateboards, roller blades or roller skates on school grounds at any time. These items will be confiscated. Students are not to remain in cars after they have come on the school grounds. Students are **NOT** allowed to go to their cars between classes, at lunchtime or any other time except at the end of the school day or with direct permission from the principal's office and with an adult escort to the vehicle. Students who use their vehicle to drive other students off campus without permission from the principal will lose their driving privileges.

All students who drive to school must fill out a proper registration form, submit proof of insurance and copy of a valid driver's license, and follow all automobile regulations or face loss of driving privileges. Vehicle tags must be displayed in the windshield. Students in middle school who are 16 years and older will not be allowed to drive to school unless permission is granted by administration.

Students who are speeding, recklessly operating the vehicle, or making excessive noise on school property or near any school building may have driving privileges revoked. Always obey posted speed limits. Always obey all traffic laws.

Building Security

The building is secured when students are not present. If students enter the building without permission, they will be charged with "Breaking and Entering." School officials will call either local law enforcement or the Callaway County Sheriff's Department and will press charges.

Cellular/Electronic Devices: A. Cell phones, tablets, and other communication devices will be allowed in the hallways during passing period and during lunch time. During classroom instructional time all cell phones, tablets, and other communication devices should not be displayed during class hours, unless other -wise directed by the staff for educational purposes only. At no point should cell phones, tablets, and other communication devices be displayed or visible or heard without approval from staff. Failure to comply with this policy will result in the confiscation of the device and a write-up to the office.

B. Students are prohibited from using cell phones, tablets, or other communication devices to take photographs or record videos in a facility or location at which students or others have a reasonable expectation of privacy, such as: restrooms, locker-rooms, changing areas, classrooms, etc. If a student possesses electronic pictures or text the district will consider it the same as a hard-copy possession.

C. Electronic equipment such as radios, MP3 players, Ipods, Ipads, Apple Watches (if a distraction occurs), tape players, boom boxes, cell phones, beepers and pagers, are prohibited during instructional time. It is the job of the teacher to determine what instructional time is. These devices have been found to interfere with school procedure and student learning. Electronic devices maybe approved by the teacher for research purposes or reading (Educational Purposes Only).

Credit Recovery

Will be used to help recover the credit of students who are or have fallen behind. Credit recovery is graded on a pass or fail basis. In order to be considered for credit recovery a student must meet the following criteria:

1. Student must have fully completed the semester course.
2. Student must have failed the course with 50% or greater for at least 1 semester.
3. Student must complete and application to take the credit recovery course and turn in to the principal (see credit recovery teacher for application).

*If a student fails a course with an average grade of 49% or lower for both semesters the student must retake the actual course.

*If a student takes credit recovery in summer school a student will be graded on a pass or fail basis and the appropriate credit will be earned.

Closed Campus

Students coming on campus in the morning are to **remain** on the school grounds for the rest of the school day. Students are not allowed in the parking lot areas. Students must have written permission or parental notification by phone or fax to leave during the school day and must properly sign out in the principal's office (this should occur on a **LIMITED BASIS** and only when **NECESSARY**). Leaving campus for lunch or leaving school early simply to leave early will not constitute being necessary. Failure to follow these guidelines will result in the student being considered as **TRUANT** for that particular part of the day. Administration will determine what is considered necessary.

Daily Announcements

Notices of school-related activities including club meetings, athletic and social events, as well as general information for the day and specific instructions will be announced daily. Pupils responsible for putting notices in this daily bulletin must have their notices approved and in the principal's office by 2:00 p.m. the day **preceding** the notice. Special notices are posted throughout the school building. All hallway/locker posters must advertise school sponsored events and must be approved by the administration before being posted.

Dances and Club Activities

The building principal must approve social activities in order for them to be considered "school-sponsored." High school dances are for students in grades 9-12 and middle school dances are for students in grades 7-8. Students must be in good standing to attend all dances and club activities, i.e., no missed detentions, no ISS the day of the event, meet the requirements of the "Good Standing Policy", etc. Students who leave the building where the dance is held without the permission of the principal will **NOT** be allowed to return. **No outside guest will be allowed into MS dances.**

The dress code for prom and homecoming is semi-formal. Dresses must be finger-tip length or longer and the bodice of the dress must cover from underarm to underarm across the body. Cut-outs displaying large amounts of skin will not be allowed. Students and their guests are expected to dance appropriately. One warning will be given and then the offending parties will be asked to leave. At all other dances, the student dress code will be enforced. Prom is for grades 11-12 only unless a student is the date of a New Bloomfield junior or senior. If there is suspicion of alcohol or drugs a students, guests, and parents may be required to pass a breath-a-lizer test in order to attend the dance or activity. A student wishing to bring a date or guest not enrolled at New Bloomfield R-III Schools must register them with the sponsor at least 24 hours before the dance. Dances

and club activities are open to New Bloomfield students and their *registered* dates that are under the age of 21 years. Dates or guests who are over age 21 must be approved by the principal. The guest must provide a student ID or driver's license for admission to a dance. ALL students must meet the requirement of the "Good Standing Policy" in order to attend. Students who graduate early must be an invited guest to attend all dances (Homecoming, Prom, etc.)

Dress Code

All students are expected to be clothed appropriately for school activities, and in a manner that conforms to the general community standards. The courts have recognized certain restrictions on student's apparel to be reasonable when they have affected 1.) the safety of students, 2.) health of students, 3.) rudiments of decency, and 4.) a material and substantial disruption which would interfere with the instructional program. It is felt that good manners, rather than formal dress codes, preclude male students from wearing hats in the school building. We ask that parents not allow students to come to school with clothing that displays vulgar, provocative, violent, discriminatory or otherwise inappropriate writing, pictures or symbols. The administration reserves the right to make the final decisions regarding dress that is considered inappropriate, distracting, or unsafe. Parental judgment is suggested and advised, but administrative judgment will take precedence.

- NO HATS will be worn in the building. Remove all hats at the door and put away in locker until the end of the school day.
- Blouses and shirts must extend to at least the top of the student's pants, skirts or shorts. Straps must be at least one inch wide. No spaghetti strap tops, tube tops, exposed bra tops, or asymmetrical shirts are allowed. Clothing must cover all cleavage.
- Pants must be pulled up to a student's hips and/or waist. Pants must be worn so that underwear is not showing. Teachers and administrators will determine if a student's shirt, shorts, or skirt are too short. If this is determined the students will be held to the dress code consequences.
- Belts with studs or spikes are forbidden. Pocket or belt chains are forbidden.
- No blankets, winter coats, or pajamas will be allowed in classrooms unless approved by the building principal.
- For safety reasons, studded, spiked, or sharp-edged pendants, bracelets, rings, and necklaces are also prohibited. Hoop earrings must not allow passage of a student's fist through the hoop.
- Sunglasses, caps, bandanas, other types of headwear are not to be worn in the building unless approved by the building principal.
- Due to safety concerns, footwear must be worn at all times. **Slippers are not allowed.**
- Students are prohibited from wearing clothing, displaying indicia, or showing body art/tattoos that advertise alcoholic beverages, nudity, illegal activities, controlled substances, tobacco, or any other item or matter that is inconsistent with the educational mission or learning environment of the District.
- Wearing, displaying body art/tattoos possessing, displaying or distributing clothing, insignia, or paraphernalia which could be construed to be gang-related is prohibited. This includes the wearing, possessing, displaying, or distributing any item which purports to copy or symbolize current gang-related paraphernalia or which could be used for the purposes of concealment of such.

- Student participating in or attending extra-curricular activities must dress according to the rules of the sponsor or sponsoring organization's requirements.

Drug Testing Policy

A student using drugs is a danger to him/herself as well as other students. All students at NBHS who choose to participate in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or park on district property are required to participate in the drug testing program. The drug program is consistent with other policies and procedures of the New Bloomfield R-III School District in dealing with drugs or alcohol use or possession at school or in the community. The intent of this program is to provide students with a reason to say "NO" to drug use and get them help if they are using drugs.

Student participating in an district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property must sign up for the drug testing program. Until a student signs up for the drug testing program they will be ineligible to participate in all district-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property. Students that turn 16 in the middle of the school year must sign a random drug testing program consent form prior to registering to park on school property.

If a student is 18 years of age and is living with a parent/guardian, they must sign the consent form along with a parent/guardian. If the student is 18 years of age and has established their own residence, the student's signature is all that is required.

Early Graduation

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the New Bloomfield R-III School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities and therefore must be invited to attend dances, etc.

Emergency Procedures

Tornado, Earthquake, Fire, and Lockdown drills are necessary to provide safe shelter areas in cases of emergency. In the event of a disaster, office personnel will notify classrooms. Students are to accompany and follow the directions of their teachers as they prepare for safety. More specific plans and procedures are posted in each classroom. General rules to follow during any procedure:

1. Move quickly and quietly to designated areas.
2. Listen for directions and information
3. Stay with your class or group, as the roster will be checked.
4. Remain in the designated area until the all clear signal is given.

Field Trips

School field trips enrich students' educations and are carefully planned by staff to be both rewarding and safe. In order to take advantage of these opportunities, each student must have a permission slip and an emergency form signed by the parents/legal guardian and in the principal's office before each trip. All trips require administrative approval.

Teachers will enforce all school rules on trips. Students who violate school rules while on a trip will lose all trip privileges for the remainder of the school year. ALL students must meet the "Good standing Policy" in order to attend. ALL students attending ALL day trips will need to complete a "Field Trip Form". Students can find this form in the front office or from their sponsor. Students will also be required to fill out a "Preplanned Absence Missed Work Sheet" for all Full Day Activities/sports.

Fines and Fees

Any fines and/or assessments for damaging school properties must be paid during the grading period in which they occurred. The Pay-Redi option is available on the school website to pay lunch fees using a credit card. Occasionally, a course/class may require a small fee. Whenever this charge is necessary, it must be paid during the grading period that it occurs. ALL students are required to pay a yearly class fee. High School class fee is \$10.00 per student. Middle School class fee is \$5.00 per student. Any outstanding fee may result in a student's diploma being held or the good standing policy being in acted.

Food & Drinks

Food and drinks will be allowed ONLY at the discretion of the individual classroom teachers. Teachers have the right to throw away food and drink items brought into the classroom if the teacher has chosen to keep their classroom free of these items. Students must place all items on the ground and away from computers/laptops. Any student not complying with this policy will be subject to disciplinary action.

Good Standing Expectations

The district believes in reinforcing positive citizenship habits. The Our mission of any school is to instill in its students citizenship skills that enhance future successful adults they will become. Students who violate citizenship standards can lose privileges for being deemed a student "not in good standing" with the district." If a student falls out of good standing then. These privileges can include such as, but are not limited to: elementary field day, school dances, prom, attendance at graduation, etc. could be revoked.

Any of the following infractions, but not limited to, can place a student on "not in good standing" status for the remainder of that quarter or until the student debt is resolved:

1. A student with more than five unexcused absences in any one class per quarter.
2. A student that has received more than three discipline referrals per quarter excluding tardies.
3. Having unpaid student accounts. Example: lunch, preschool, library books, etc.
4. Students must be in attendance all day on Friday prior to any dances.
5. Any student on the ineligibility list cannot attend the dance.
6. Less than eight tardies per quarter for middle school and eight tardies per semester for high school.
7. Any egregious act.

Grading System/Procedures

Middle school grades are figured on a quarterly basis and then averaged together for the semester grade. High school grades are an accumulation of points from the first day of the semester until the last day of the semester. 80% of the classroom grade is based on assessments (anything related to the evaluation of a final project/test) 20% of the grade is based on daily work (anything related to practice, preparation, extension, and

enrichment). Final exams will count up to 10% of the semester grade for both middle school and senior high school. A student unable to complete assignments will receive an incomplete grade for the following reasons: 1) illness, 2) family or personal emergency, 3) pre-arrangement with teacher and principal. An incomplete on the report card will show as an F until the work is complete, at which time a grade change will be made. The value of each grade is as shown below:

A 4.00	B 3.00	C 2.00	D 1.00
A- 3.67	B- 2.67	C- 1.67	D- .67
B+3.33	C+ 2.33	D+ 1.33	F 00

Dual Credit courses are offered to students on campus via ITV, or on college campuses. All dual credit classes are weighted and can have a major impact on a student’s cumulative GPA. A weighted class in which the student receives an A will be worth a 5.00, while a B is worth 4.00 and so forth. Each letter grade is 1 additional point over HS regular classes. Only dual credit courses will carry additional weight. NBHS is not responsible for the grading process, teacher evaluation, and/or cost of ITV courses.

Grading Scale

A 96-100	B 83-86	C 73-76	D 63-66
A- 90-95	B- 80-82	C- 70-72	D- 60-62
B+ 87-89	C+ 77-79	D+ 67-69	F 59-0

The Board of Education, Superintendent of Schools and the building principal must approve any deviation from the above grading system. Progress reports will be sent home via email at the end the fourth week of each grade period. Quarter grades will be issued at the nine-week period. Semester grades (each 18 weeks) are part of the student’s permanent record. Please be advised that prospective employers are interested in academic, attendance, citizenship records as well as extra curricular activities.

End of Course Exams

Will be given at the end of second semester in all content areas mandated by the Department of Elementary and Secondary Education. EOC will make up 10% of the students semester grades.

Semester Course Finals-

All students are expected to take the 1st and 2nd semester finals. All finals are comprehensive in nature and will they will be scored in the assessment (80% category) of the students overall semester grade. Students who do not take their finals will receive a zero.

Graduation Requirements

The requirements for graduation from the New Bloomfield R-III High School have been determined by the Board of Education in conformity with guidelines established by the State of Missouri and by the Department of Elementary and Secondary Education. Students who successfully complete the below list of minimum requirements will receive diploma. Students who receive special services will be considered on an individual need with regard to the graduation requirements.

Minimum Requirements for 2018-2019 Graduates:

English.....4 Units	Practical Art.....1 Unit
Social Studies.....3 Units	Physical Education.....1 Unit
Math.....3 Units	Health..... ½ Unit
Science.....3 Units	Personal Finance.....½ Unit
Fine Arts.....1 Unit	Electives.....8 Units

Total 25 Units

Earning Credit

1. To meet high school graduation requirements, a student must complete a minimum of 25 units of credit.

Language Arts	4 Units
Mathematics	3 Units and/or 4 units
Science	3 Units and /or 4 Units
Social Studies	3 Units
Practical Arts	1 Unit
Fine Arts	1 Unit
Physical Education	1 Unit
Health	.5 Unit
Personnel Finance	.5 Units
Electives	7 Units
Total	25 Units

*A student must meet a minimum of 3 units of credit in both science and math, and a 4th unit of credit for either science or math. These graduation requirements will begin with the class of 2020.

Transfer Students: Transfer Credits will be calculated by the High School Counselor.

SPECIAL NOTE: Each student, before graduating from the New Bloomfield R-III Schools, must pass the **U.S. and Missouri Constitution Tests**.

A middle school student has the opportunity to earn a total of 7 units during the school year (3.5 per semester). To be promoted to the next grade level, a student must earn a minimum of 5 ½ units with 3 of those units in their core courses of language arts, math, science and social studies. (must past 6 semester of core classes and 5 semesters of elective courses) A student who does not earn 5 ½ units (3 being from core classes) during the school year will be retained. (If a middle school fails a core class both semesters they will be required to attend summer school in order to pass. If a middle school student has three semester F's in core classes during the year, the student will be required to attend summer school. If a student has four or more semester F's in core classes during the year, the student will be retained. If a middle school student is required to attend summer school and they fail to complete all assigned courses, the student will be retained.)

High School Promotion

Freshman: Any student with fewer than 6 credits.

Sophomore: Any student with 6-11 credits.

Junior: Any student with 12-17 credits.

Senior: Any student with 18 or more and enrolled in enough credits to meet graduation requirements. Students who wish to graduate early will be required to meet with the guidance counselor and submit a written request to the building principal. Students are encouraged to remain enrolled for the duration of their high school career.

Hall Passes/Out of Class

Class time is essential and time between classes is designed to allow students time to visit the restroom or their lockers, get a drink, etc. Students will be issued planners that

include a limited number of hall passes for emergencies, consulting the school nursing staff, or making a trip for instructional activities. Students must carry their teacher-signed handbooks when out of class. Teachers issue passes strictly at their discretion. Students skipping class will be referred to the office. When a student is allowed to go to the restroom they will be expected to leave their cell phones in the classroom. Cell phones are prohibited in the restrooms.

Honor Roll

At the end of each quarter and semester, an A and B honor roll will be published. The A honor roll will contain the names of students grades 7-12 who have earned an A- (3.67) average or better for all classes. The B honor roll will show the names of students who have average a B- (2.67) or better for all their classes and have nothing less than a C-.

Human Sexuality Curriculum

Health classes cover material pertaining to human reproduction, sexually transmitted disease, and healthy decision making related to these topics. Parents or legal guardians may opt out their child by written request. Parents or legal guardians may request to preview the material covered by contacting your child's teacher.

ISS Rules and Expectations

If at any point a student is placed in ISS during the school day they will be expected to comply with the following rules:

1. Student will report directly to the ISS room with all books and materials needed for class. Students will complete regular classroom work as assigned. Additional enrichment work may also be assigned.
2. Student will copy and complete an ISS Essay upon arrival (students will be expected to complete this each time they are assigned to ISS) and must read a book when out of the assigned work.
3. Cell phones will be given to the supervising teacher immediately upon entering the ISS room. Cell phones will be returned to the student at the end of the day.
4. Talking and sleeping will not be allowed and heads must be kept up. Students must stay busy.
5. No food or drink allowed. Water bottles may be used with permission.
6. Failure to follow these rules will result in a removal from ISS.
7. Removal from ISS will result in OSS but the ISS will still be served when a student returns to school.

Late Policy

If a student turns in an assignment one day late they can receive up to 90% on the assignment. After the one day late students have the ability to turn in the assignments in until the mid-term ends and/or quarter ends depending on which comes first. They will receive a 10% reduction off the total points they earned for the assignment. No assignments will be accepted after mid-term and/or quarter depending on which comes first.

**This policy excludes in class assignments. Any assignment that has been assigned and completed in class is expected to be turned in on the due date assigned. If not turned in the student will receive a zero on the assignment or the grade in which they earned at the point of the due date.*

Lost or Stolen Items

To guard against loss, please follow these suggestions.

- Items of value should not be brought to school. This includes but is not limited to large amounts of money, expensive jewelry, and electronic devices.
- All 7-12 students are provided a locker at NBHS/NBMS. All valuable items should be kept in this locker and the locker should be kept locked at all times. Locker combinations should not be given to anyone else in the building.
- All students in a physical education class may also receive lockers. Students should lock up all belongings during these classes.
- Label your possessions with your name and address.
- Do not leave your belongings lying around the building unsupervised.
- If a cell phone is stolen, we recommend that the student contact the parent/guardian and have the service shut off immediately.
- Lost and found items are maintained in the cafeteria for 30 days. New Bloomfield School is not responsible for any lost or stolen items.

Lunchroom Procedures

Students are to enter the cafeteria through the East and West entrances at the beginning of their lunch shift, regardless of whether they are going through the lunch line or have brought their own lunch. HS students may get in lunch line immediately upon enter the cafeteria. MS students will need to be seated at a table and wait to be dismissed by a staff member to get in the lunch line. Each student is responsible for clearing their table area and picking up trash. When their lunch shift is excused, students are to exit the cafeteria to return to class. Students are not to leave the cafeteria during their lunch shift without permission from a staff to use the restrooms or make a purchase at the vending machine.

Parent-Teacher Conferences

First semester parent-teacher conferences are October 29 and November 30, 2019 3:30-7:00 pm. Second semester parent-teacher conferences TBA. Parents are urged to come to the school and confer with their child's teachers at these times. A conference can be scheduled at any other time during the year if a student and/or parent would like to visit with a teacher on a one-to-one basis. These conferences must be scheduled in advance to be sure that the teacher is available at the time of the conference.

Progress Reports/Deficiency Notices

The Lumen Data System is used to hold all students grades. On Wednesday's of each week the Lumen system produces a letter (email) to the parents/guardians of students who have a D or lower in any of their courses. This letter is a simple letter of notification for parents/guardians as it regards to grades. Parents can always contact the school if they are concerned.

Schedule Changes

In order for a student to request a change in his/her schedule they will need to request a "Change for Class Request Form" from the school counselor. Upon receiving the request form the student will need to complete the form in its entirety. After the student completes the form, the student will then return the form to the counselor for approval. NO change will be made until the paperwork is complete. A student's schedule will be changed for the following reasons only and only during the first 5 days of the semester:

- Computer error

- Prerequisite courses not met
- Duplicate credit
- Teacher recommendation
- To protect a student's ability to graduate
- Potential Conflict

Requests for class changes will **not** be considered for the following reasons: 1) a change of student interest, 2) a negative effect of course grade on GPA, 3) not needing the course to graduate. First semester changes can be made during August registration or before classes start. Second semester changes can occur the last two weeks of first semester.

Student Searches (Board Policy JFG)

School lockers, desks, and other District property are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of District rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

State Assessments

The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

Middle School Required Assessments for MAP:

7th Grade-Communication Arts

-Math

8th Grade-Communication Arts

-Math

-Science

High School Required Assessments for:

EOC-Algebra I

EOC-English II

EOC-Biology

EOC-Government

EOC-Algebra II (If students took Algebra I in 8th grade)

MO Constitution Test

US Constitution Test

*The EOC makes up 10% of the students semester grade.

Student Health Services (Board Policy JHC)

A school nurse is available when students require medical attention. Unauthorized school personnel will not issue **ANY** medication to students. Students requiring any medication while at school must bring a signed note from a parent or legal guardian to the high

school office. Medication includes both prescription and over-the-counter medication, including but not limited to herbal preparations and vitamins, substances that claim or purport to be medicinal or performance enhancing, and over the counter pain relievers such as acetaminophen, ibuprofen, or aspirin. It is important for parents to inform the school nursing staff of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions include: a hearing loss, allergies, asthma, diabetes, and seizure disorders. The school nursing staff will share information that may constitute an emergency at school or impact a child's education with other school officials who have a legitimate educational interest in the records.

Student Health Screenings

The district will perform the following student health screenings at the times listed below:

The screenings at the middle school and high school level, according to recommendations by the Missouri Department of Health and Senior Services, will occur at the 8th, 10th and 12th grade level. Screenings will include height, weight, BMI (as measured by height and weight), basic vision screens and a hearing screen. Records of screenings will be kept in the students' personal files and will be treated as protected health information (confidential). Screenings will occur in the fall semester, usually beginning in October. The New Bloomfield school nurses, along with student nurses from University of Missouri Sinclair School of Nursing, will be conducting the screenings. All abnormal results will be retested and of course parents will be notified of an abnormal result remains. Should a student wish to be excused from the screenings, the process is very informal and would just require the student notifying the nurses that they would like to be excused, or a parent may call or email the school nurses to request their child be excused. All requests will be honored.

In general, the district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of a student or others is in question or unless by court order. Parents/guardians will be advised of any scheduled health screenings in advance, given the opportunity to excuse their child from such screenings, and will be informed of the results of their student's screenings. To excuse a student from a screening, a parent or guardian shall inform the school in writing prior to the screening time.

Communicable Diseases (Board Policy EBB)

The New Bloomfield R-III School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Any student with a known illness and/or symptoms of illness will not be permitted to attend school. Students must be free of a fever of 100 degrees or more without the use of fever reducers, for at least 24 hours before returning to school. Students with conditions requiring antibiotics will not be permitted to return until they have been on antibiotics for at least 24 hours.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

SECTION III: STUDENT RESPONSIBILITIES

District students are expected to behave in a manner consistent with the code of conduct found in this handbook and in Board Policies. This includes but is not limited to the information in this handbook, as well as the following policies and regulations: JG, JG-R1, JG-R2, JGA, JGB, JGD, JGE, and JGF.

Care and Protection of Buildings and District Property

We should all be very proud of the buildings and facilities that the citizens of our community have provided. Keep them free from marks, cuttings, and other disfiguring. It is your responsibility to help keep them looking nice. If a student damages any school property, equipment, or books issued to them by a teacher, the student must pay for the damages at replacement cost. If anything is spilled or broken, it should be cleaned up and reported to the custodian or to the office if more assistance needs to be given to this cleanup. We would like to remind all patrons, parents, and students that New Bloomfield R-III is a tobacco free campus.

Accidents and Illness at School

Students must report all accidents, no matter how small, to the teacher. The student and teacher will then report the accident to the principal on an accident report form. An accident report form may be obtained in the principal's office. If a student becomes ill while in school, he or she is to report to the teacher for further directions. The teacher will issue a pass to school nursing staff. Students must not leave the school building or grounds without permission from the principal's office or they will subject to disciplinary action.

Articles Prohibited at School

Problems arise each year because students have articles which are hazardous to the safety of others or interfere in some way with school procedure. Possessing these items will result in disciplinary action. At no time and under no circumstances may students have weapons or dangerous instruments in their possession, in their lockers, on school grounds, in the school building, on school buses during travel to and from school and school-sponsored activities. These items will be taken from the student and may or may not be returned.

Building Security

The building is secured when students are not present. If students enter the building without permission, they will be charged with "Breaking and Entering." School officials will call either local law enforcement or the Callaway County Sheriff's Department and will press charges.

Security Cameras

The District utilizes security cameras to help enhance student safety around the school and on school buses. The school cameras are in operation 24 hours a day. Bus cameras run anytime the bus is in use. School officials have the capabilities of reviewing the tapes produced by the cameras at any time. Due to confidentiality issues, students and parents will not be allowed to view these tapes unless the video is considered an educational record for the subject student and the district is able to effectively redact information pertaining to other student(s), all parents or eligible students consent to the disclosure in writing, or the law otherwise allows for disclosure.

Student Parking

All student vehicles are to be parked in the designated south parking lot. Failure to park in the (marked) 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 (7:30 a.m.). Loitering outside the school and in the parking lot area is prohibited.

Student Publications

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

Supervision

NBHS will be responsible for the supervision of students during the regular school hours. This will include supervision for extra-curricular activities and sports approved by administration. NBHS will not be responsible for supervising students outside the regular school hours. NBHS will not be responsible for supervision of students' whose parents that elect to drop off early or pick-up late. This also includes students who do not have permission by a staff to stay late or come early to school.

Tardies

A student will be counted tardy to class if they are not in their classroom ready to work when the bell rings. If a student is sent back to their locker to get materials because they failed to bring the materials to class and they do not return (enter) the class in the four minutes allotted they will be counted tardy.

Test Re-Take Policy

In order to enhance student learning NBHS has adopted a test (test only) re-take policy. Any student that fails a test with a 59% or lower will be required to take a test retake. The student will be placed in advisory with the teacher in which they failed for a minimum of two days, before the retake is given. If a student feels he/she did poorly on a test and they would like to improve their test score they can request a test re-take. In order to request a test re-take the student must talk to the teacher, request a re-take form, complete the re-take form appropriately, set a date with the teacher to complete the re-take test. A student requesting a retake must spend a minimum of three days in advisory with teacher in which the student wants to improve. The testing date must be approved by the teacher in advance. Retakes will be done before or after school unless otherwise decided by the teacher. Semester finals and all state level test do not fall under this policy, these test are only given once at the designated times. Teacher and administration discretion on re-takes.

Textbooks

All basic texts are loaned to the students for the school year. Students are to keep textbooks clean, handle them properly, and record their names in the front of their books. Students are required to pay up to 100% of the cost of a new textbook if they lose or significantly damage their assigned book. Students should report to the teacher any damage to the book upon accepting it.

Vocational/Technical Student Transportation

If there is a special need for use of a vehicle by a student the student must have a written request in advance from the vocational teacher indicating a need to drive a vehicle, will have administrative approval, and must agree not to transport other students without their parent's permission. Students are not otherwise permitted to drive to the vocational school unless approved on a case by case basis.

SECTION IV: STUDENT SERVICES

Area Vocational School

New Bloomfield R-III High School students have access to programs offered at the Nichols Vocational/Technical School in Jefferson City, Missouri. Attendance is limited to selected 11th and 12th grade students who show a strong interest in one of the vocational/technical programs offered at that school. Students approved for this program will attend Nichols classes in the morning and New Bloomfield classes in the afternoon. All students are required to ride school-provided transportation. Students who do not follow this policy will be dealt with according to the discipline policy with possible removal from the program. Students attending Nichols are required to follow all Nichols/Jefferson City High School rules, regulations, and school calendar. Any student who drives on their own will be marked absent unless the student has received prior approval from the office.

Guidance Services

The Counselor helps students with academic problems, personal problems, selection of courses of study for each year, selection of college/technical school and other post high school plans, testing and interpreting test results. The guidance office is open during the school day. Students are welcome to browse and check out guidance material. Students are also invited to make appointments to see the counselor during the school day.

Library/Media Center

The library will be open from 7:45 a.m. until 3:30 p.m. Students may make arrangements with the librarian to use the facilities outside of school hours if necessary. No reference materials may be removed from the library without permission. Students using the library are expected to conduct themselves in a quiet, orderly manner and return materials to their designated places. Lost books are to be reported immediately. Students are required to pay replacement costs for lost or damaged books. Books are checked out for two weeks and are renewable. Overnight books are to be returned before the first class period of the following day.

Student Health Services

A school nurse is available when students require medical attention.

Unauthorized school personnel will not issue **ANY** medication to students. Students requiring any medication while at school must bring a signed note from a parent or legal guardian to the high school office. Medication includes both prescription and over-the-counter medication, including over the counter pain relievers such as acetaminophen, ibuprofen, or aspirin. It is important for parents to inform the school nursing staff of special health conditions which may be a concern or necessitate emergency care at school. Examples of special health conditions include: a hearing loss, allergies, asthma, diabetes, and seizure disorders. The school nursing staff will share information that may constitute an emergency at school or impact a child's education with other New Bloomfield High School staff members on a "need to know" basis.

Cafeteria

A lunchroom is maintained on campus and well-planned meals are served to students, faculty and support staff. All foods must be consumed in designated areas only. With a closed lunch hour, students must either bring their lunches or buy their lunches in the cafeteria. **Lunches may only be brought in by the student's parent/guardian, all meals must be brought to the high school office.** Students will be notified to pick up their lunches in the office during their designated lunchtime. Any visitor requesting to eat with a student must be a parent or be approved by a parent in order to eat. A none parent approved by the parent will be required to eat at the round table next to the office. Students should return all dishes, trays and flatware to the disposal window. All disposable items should be placed in waste receptacles. Students must receive permission from Supervisor on duty to visit the restroom. Students may visit the restroom during lunch but must return to their tables as quickly as possible. They must use the restrooms closest to the cafeteria. All lunch payments will be made in the office. Payments received before 9:00 am will be posted to the student's account for use that day. We request that students pay by the week, month, or longer if at all possible. Checks should be made payable to New Bloomfield School, with the student's name on the memo line to avoid any confusion. All students will receive a "Free and Reduced Lunch" application at registration time. These should be completed and returned as soon as possible. Free and Reduced lunches will not be put into effect until the application is approved. All families are encouraged to fill out this application. The amount of money we receive as a district from various government sources is directly tied to the number of students who qualify for the free or reduced meals. *This information is guarded as confidential.* Please call the office for information: (573) 491-3700.

Clubs and Organizations

Clubs and organizations are for social, academic and professional purposes and provide students with opportunities to further expand their learning through group involvement. Students may participate in clubs if they meet the district and/or club requirements. Students holding elected positions including class officers, club officers, and student council must have and maintain at least a B- in all classes, have no D's or F's the semester prior to their election, and no more than 2 assignments of ISS and/or 3 days of ISS or OSS for the current school year. ALL students must meet the requirements of the "Good Standing Policy".

School Website Resources

Both students and parents can find a wealth of information from their home computers by logging onto the school's website: <http://www.nb.k12.mo.us>

Parents can obtain a password from the school which will enable them to access their child's grades, for example. Information about upcoming events, cancellations, contacting district personnel, is easily accessed with no special software required. District policies and procedures can be found on the website. In addition, many teachers maintain web pages where students can find homework and assignments, and the library/media center offers several free online resources.

A+ Schools Program

New Bloomfield High School has been designated by the State of Missouri Board of Education as an official "A+ School." This provides local students the opportunity to earn state-paid financial assistance to attend any public community college or career/technical school in Missouri if they certain requirements. All students in the A+ program are to require to log and turn in the appropriate hours of service. They are also required to write a two page reflection paper of their experience each semester in the A+ program. Failure to turn in these assignments will result in an "Incomplete Grade" until they are received. The further information:

- Enter into a written agreement with your high school prior to graduation.
- Attend an A+ designated school for three consecutive years prior to graduation.
- Graduate with a GPA of 2.5 or higher on a 4.0 scale.
- Maintain at least 95% attendance record for the four year period.
- Perform 50 hours or more of unpaid tutoring or mentoring to other students in the district.
- Students must score proficient or advanced on the Algebra I End of Course Exam OR Have achieved a qualifying score, as established annually by the CBHE, on the math component of the ACT test.
- Maintain a record of good citizenship and avoid unlawful use of drugs and/or alcohol.
- Register with the selective service, if required by law.
- Apply for non-payback scholarships by completing a FAFSA (Free Application for Federal Student Aid)

Assemblies/Guest Speakers

Assemblies are held at intervals throughout the year. Students should enter the assembly quietly and in an orderly manner and give their full attention to the speaker. Any student who is not courteous to the speaker or entertainer will be asked to leave and go to the

office. Disciplinary action will result. Presentations should be educational and beneficial. The building principal must approve all outside speakers or presentations.

Telephone

The office telephone is for SCHOOL BUSINESS ONLY and students may use the phone only for school business. Any incoming call to the office, if not an emergency, will be reported to the student called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary to use the telephone in the office.

Trauma Informed School

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative”

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” -an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.
2. “Trauma-informed school” -a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices.
 - d. seeks to actively resist re-traumatization

Universal Screening and Early Dyslexia Identification

In the 2019-20 school year and subsequent years, each public school, including each charter school, shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force created under section 633.420. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

Purpose of Universal Screening Data from the National Institute of Child Health and Human Development (NICHD) indicate that brain plasticity decreases over time, therefore early intervention is essential to close the gap between struggling readers and their “normally developing” peers (Stanovich, 1986).

- Identify students who are at risk for dyslexia or reading failure
- Form small groups for instruction and intervention
- Plan instruction and intervention
- Set individual goals for student achievement
- Set exit criteria for intervention window

The district Dyslexia Plan can be found on our school website or contact your child’s building for a copy of the plan.

SECTION V: ATTENDANCE POLICY

Attendance Procedures

All students are expected to attend school regularly and to be on time for classes in order to get the maximum benefits from the instructional program and to develop habits of

punctuality, self-discipline and responsibility. In order to earn credit, a student must not only satisfy academic requirements but also demonstrate the habit of prompt and regular attendance. We believe class time is very important. Our goal is to have each student attend 95 percent or more of the school year which equals **3, 336 minutes (8 Days)** or less absences in the school year. Teachers cannot teach students who are not present. The interaction occurring between a teacher and his or her students is vital to the educational process and cannot be duplicated. Consequently, that “teachable moment” is an irretrievable experience happening only in the classroom.

Absence Procedures

1. When students are absent from school, it is the responsibility of the parent to notify the child’s school by personal contact, written correspondence or by phone. If students are going to be absent, parents/guardians can request assignments from the school secretary when reporting the absence. All homework requests must be made by 9:00 A.M. and may be picked up between 3:00 - 4:00 in the office of the school the student attends.
2. Parents wishing to pick up their child or allow their high school student to leave school before the dismissal time noted in the student handbook must contact the office prior to the student leaving the premises. Any student leaving school grounds without proper authorization will be considered truant and disciplinary action will be taken.
3. Students arriving late to school must report to the office accompanied by the parent or with a signed note from the parent, unless detained by school-provided transportation. Parent calls/e-mails will also be accepted in the case of high school students who drive themselves. A student is tardy if the student arrives after the expected time noted in the student handbook.
4. Students who are truant, skip class or are tardy as defined by the district will also be disciplined in accordance with policy JG-R.
5. Parents will be provided copies of attendance records upon request made to the building secretary during regular school hours.

School-Sponsored Extracurricular Activities

Students involved in school-sponsored extracurricular activities must be in attendance at school the second half of the day of an event to be eligible to participate. If unavoidable circumstances arise, this must be pre-approved by the building principal and/or athletic director for participation eligibility prior to missing school. Junior high and high school students can refer to the school activities handbook for further information on eligibility.

Extended Illness or Serious Injury

The school should be contacted in the event of extended illness or serious injury where a student is unable to do any academic work. Medical excuses will be required. A plan of action for meeting the student’s academic needs during the extended absence will be put into place as needed.

Attendance Standards

The New Bloomfield R-III School District sees the following list as being legitimate reasons for student absences.

- Illness or injury of the student, with parent contact with the school office or written doctor’s note.

- Illness or injury of a member of the student’s family, when the student’s presence is necessary or expected, with parent contact with the school office.
- Medical appointments, with written appointment confirmation by medical provider.
- Death or Funeral, with parent contact with the school office.
- Religious observances, with parent contact with the school office.
- Out of School Suspension.
- One (1) college visit per junior year and up to three (3) visits per senior year, with parent contact with the school office.
- Military duty, with written notice from military personnel.
- One day of job shadowing visit per year for MS and HS students. This must be preapproved and a note from the company being shadowed must provide proof.
- Up to four (4) class periods to obtain a driver’s permit and/or to take a driver’s test, with parent contact with the school office.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with parent contact with the office.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

Consequences for Attendance Violations

In addition to the disciplinary consequences listed in this handbook, the following are consequences for attendance violations.

Consequences for Attendance Violations

Tardies: Total Combined From All Classes—Kept track of by office.

Tardies 1-7: Marked in Lumen

Tardy 8: 30 Minute ASD

Tardy 9: 1 Hour ASD

Tardy 10: 1 Saturday School

Tardy 11: 1 Day ISS

Tardy 12: 3 Days ISS

Tardy 13 and higher: Will result in 5 days of ISS for each tardy accumulated over 13.

**Middle School tardies will accumulate over the entire quarter. High School tardies accumulate over the entire semester. At the end of these two time periods tardies will reset.*

Make Up Time for Unexcused Absences in excess of eight separate class periods per Course, per Semester to earn credit:

- More than 2, 085 minutes absent = ½ day Saturday School

- More than 4, 170 minutes absent = Full day Saturday School

NOTE: Any time not made up during the school year will result in summer school assignment. If a student fails to attend a Saturday school, the student will have the following consequences:

1st Offense: 1 Day of ISS

2nd Offense: 2 Days of ISS

Consequences may be waived by the building principal if the absences were caused by a specific event or long term illness. If a student is absent for ten (10) consecutive school days (4,170 consecutive minutes) and the district has not received notification from the student or parent, the district will make a concerted effort to contact the student or parent and warn them that unless contact is made with the district, the student may be dropped from the district enrollment. The district will document all attempts to notify the student or parent. If the student is under age 16, the district will notify the Children's Division of the Department of Social Services and/or the Juvenile Office to report the truancy. If all efforts fail, the district will remove the student's name from the district enrollment and document on the student's transcript that the student failed to earn credit in his/her classes.

Withdrawal from School

The following procedures should be followed when withdrawing from school. The student will: 1. Notify the Guidance Counselor of his/her intent to leave the school and receive a check out sheet. 2. Return all books and equipment owned by the school. 3. Pay all fees, fines, or dues outstanding against him/her.

SECTION VI: PROHIBITED CONDUCT

The Board reaffirms its commitment to maintaining good order and discipline in District schools. It is essential that the District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

Parental cooperation is necessary to help students reinforce the reality that misbehavior in our society results in consequences. At the same time, students are expected to have an understanding of the importance of complying with established rules, whether at school or elsewhere, in order to be afforded rights and privileges.

Reservation of Right to Discipline For Other Offenses

Because not every disciplinary offense can be listed below, the District reserves the right to discipline a student for conduct that is prejudicial to the good order and discipline of the schools and which tends to impair the morale or good conduct of the District's students. Therefore, the disciplinary infractions set forth below are intended to illustrate, but not serve as the exclusive listing of, acts of misconduct and consequences of such misconduct. Misconduct that is not specifically listed in this code may warrant discipline up to and including expulsion from school. Moreover, depending on the severity of the incident, the particular circumstances involved, and/or the existence of a pattern or rule violations, the administration and/or Board of Education reserve the right to increase or decrease the disciplinary consequences. The decision to do so rests within the professional judgment of the official(s) administering the disciplinary consequence.

Application of the Discipline Code

The discipline code is intended to encompass the conduct of students in the following locations: (1) on school property, including the buildings, grounds, parking lots, sidewalks, and school transportation; (2) at school activities/events, whether on or off campus; (3) off-campus while a student is in route to or from school property, where there is a nexus (i.e., a relevant connection) between the act and the school environment or members of the school community; and (4) off-campus acts that have a nexus between the school environment or members of the school community.

Multiple Category Violations

A student's misconduct will often meet the definition set forth in several of the categories of major offenses described below. In such event, the District is permitted to find that the student's misconduct warrants inclusion in any, some or all of the applicable categories and thus enhance the disciplinary consequence accordingly.

Teacher Response Options to Remediate Minor Misbehavior

Teachers commonly employ classroom remediation and disciplinary protocols, and students are expected to comply with these directives and protocols. All staff retain the right at all times to refer matters to the administration for handling when, in their judgment, doing so is appropriate

Reporting to Law Enforcement

It is the policy of the District to work cooperatively with the police and to report all actual or potential crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes which the District is required to report in accordance with law. In addition, certain acts, regardless of whether they are committed by juveniles, are subject to a mandatory reporting requirement. These are listed in Board policy JGR-2.

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 Board policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student whom the District is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

Staff will strive to maintain records regarding behavior that results in an in-school suspension, suspension, or expulsion. Any offense that constitutes a "serious violation of the District's discipline policy": must be documented in the student's discipline record in accordance with law. A "serious violation of the District's discipline policy" is defined as one or more of the following acts:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days. Notwithstanding this requirement, the District has

established a practice of recording all out-of-school suspensions, regardless of length.

Prohibition of Presence During Suspension

All students who are suspended, removed from school, or expelled, are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in Section 161.261 RSMo., or any act of violence or drug-related activity as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the District unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent/guardian.
2. The student is under the direct supervision of another adult designated by the student's parent or legal guardian in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school program that is located within 1,000 feet of a public school in the District.
4. The student resides within 1,000 feet of a public school in the District and is on the property of his or her residence.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Bus or Transportation Misconduct (see Board policy JFCC)

School buses and any other methods of District transportation are an extension of the classroom and discipline policies will be applied as such.

Consequences for Missing assigned Discipline:

If a student misses after school detention (ASD), the student will be assigned a Saturday school. If a student misses an assigned Saturday school, 3 days of In-School-Suspension (ISS) will be assigned. If any student(s) involved in extracurricular activities misses a Saturday school, that student will not be able to participate in meetings during the school day or any competition until the Saturday school is served. Students are allowed one rescheduled Saturday school detention approved by administration. After 10 total office referrals students may be referred to the juvenile authorities, if not previously referred due to nature of offense.

Student Code of Conduct

The main purpose of the discipline policy for the New Bloomfield R-III School District is to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. The discipline code is intended to encompass the conduct of students in the following locations: (1) on school property including the building, grounds, parking lots, sidewalks, and school transportation (2) at school activities/events, whether on or off campus; (3) off-campus while a student is in route to or from school property, where there is a nexus (i.e., a relevant connection) between the act and the school environment or members of the school community; and (4) off-campus acts that have a nexus between

the school environment or member of the school community. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Prohibition Against Discrimination, Harassment, And Retaliation (Board Policy AC)The New Bloomfield R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The New Bloomfield R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

SECTION VII: DISCIPLINE OFFENSES AND CONSEQUENCES

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school

officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized

inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section Board Regulation JG-R1 titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – 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.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or 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 of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is 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, touching or fondling

of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCG) – Any activity 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 district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-API and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – 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.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
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Subsequent Offense:	Expulsion.
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3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Consequences for Missing assigned Discipline:

If a student misses an ASD, the student will be assigned a Saturday school.
 If a student misses an assigned Saturday school, 3 days of ISS will be assigned.
 If any student(s) involved in extracurricular activities misses a Saturday school, that student will not be able to participate in meetings during the school day or any competition until the Saturday school is served. Students are allowed one rescheduled Saturday school detention approved by administration.
 After 10 total office referrals students will be referred to the juvenile authorities, if not previously referred due to nature of offense.

SECTION VIII: ACTIVITIES HANDBOOK

NEW BLOOMFIELD SCHOOL INTERSCHOLASTIC PHILOSOPHY

Extracurricular and Co-curriculum participation has long played a major role in the educational development of public school students. The New Bloomfield Schools are committed to providing a strong interscholastic program, which emphasizes the student’s moral, physical, mental, and emotional development. Participation in these programs can be a rewarding experience. It can build confidence, increase discipline, and teach teamwork. The participants can develop many positive characteristics that will help in their future lives. Along with these positive characteristics also comes responsibility on the part of the participant. As a member of the Missouri State High School Activities Association, we are obligated to recognize and adhere to both MSHSAA and New Bloomfield School Districts respective guidelines and policies governing interscholastic activities. If the student expects to represent our school on the playing fields of competition, then he/she accepts this responsibility. It is important to remember that students must first establish themselves academically and as productive school and community citizens before they are allowed to represent New Bloomfield in interscholastic activities.

Please be advised that MSHSAA does yearly policy revisions. So at any moment these rules may change. For that reason, we have will not attempt to recite all MSHSAA rules

and by-laws here. Parents and students should consult the MSHSAA handbook at www.mshsaa.org to ensure you are not doing anything that might violate your eligibility. If questions, please contact your coach or athletic director.

TEAM SUPPORT

Involvement in interscholastic sports is voluntary on the part of the athletes. When they choose to participate on a New Bloomfield sports team they are becoming part of a team. Teams are made up of teammates who are there to support one another, to cheer for one another, and to help one another become the best athlete they can be. The coaches and the administration find it very important for the teams to be supportive of one another no matter what level they are participating. The following requirements have been set up to help promote team spirit and team growth.

- Athletes are required to stay for the conclusion of the event they are participating in. If an athlete is a JV player they must stay or come early for the Varsity game. If an athlete is a Varsity player they must stay or come early for the JV game.
- Softball and Baseball players will sit in the dugout for both games.
- Basketball players will sit behind the bench or designated area determined by the coach when they are not playing.
- Track members must stay until everyone on the team has finished their events.
- Golfers must stay until each teammate has completed their match.
- Cheerleaders/Stuntmen will stay until the completion of the event for the evening.
- If for some reason you need to take your child prior to the end of an event, it must be pre-approved by the coach or sponsor.
- If an emergency situation occurs, the game supervisor can approve the athlete leaving the event early.

ADMISSION CHARGES

- Cost of admission to home games are \$4.00 for adults \$2.00 for students.
- If a non-athlete student wears NBHS apparel they will owe a \$1.00 entry fee.
- Fall sports teams will get into all fall sporting events free.
- Junior High Basketball players and cheerleaders only get into the Junior High games free.
- Winter sports teams will get into all winter sporting events free.
- Spring sports teams will get into all spring sporting events free.
- Season and Yearly passes will be available at a discounted price. Please contact the AD for price details.

PRACTICE SCHEDULE

Students are responsible for keeping track of their practice schedule. Each week a practice schedule is provided. These are available through the daily announcements as well as posted on the website. It is in their best interest to keep this copy so they are in attendance for practice.

AWARDS BANQUET

The New Bloomfield Athletic Booster Club sponsors a sport banquet at the end of the season. Coaches will inform their athletes of the date of the banquet and ensure that all team members are present and recognized. Athletes that cannot be in attendance because of extenuating circumstances should notify the athletic director and coach as soon as possible.

PHYSICALS AND INSURANCE

Students are required by MSHSAA to provide the school with a certificate of an issued physical signed and authorized by a physician. A student will not be permitted to practice or compete for New Bloomfield schools until a current, complete, signed physical is on file with the school. Physicals dated on or after February 1st of the current school year will be valid until July 1st of the following year. All physicals prior to February 1st of the current year will expire on July 1st.

UNIFORM FEE

Each athlete will pay a uniform fee one time per school year, regardless of how many sports an athlete participates in. There will be a maximum of two uniform fees per immediate family. The funds generated by this uniform fee will be used solely to purchase uniforms for our athletic teams. This fee must be paid before the athlete is issued a uniform.

EQUIPMENT

All students are responsible for the preservation of school owned athletic equipment. This equipment must be handled properly and accounted for at the conclusion of the sport season. Any damage or loss of equipment by an athlete will require him/her to reimburse the New Bloomfield School District at the value it would cost to replace the item damaged or lost.

All uniforms must be returned to the coach one-week after the season is over. If it is not returned in a week's time the coach will make contact with the parent to insure that the uniform is returned in a timely manner.

CONDITIONING REQUIREMENTS

Each squad must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports.. The 14 practice requirement shall be waived if a student has been a member of another school sports squad immediately preceding the sport season and has had 14 days conditioning.

MULTIPLE ACTIVITY POLICY

Students who are participating in more than one activity during a specific time frame of the school year may continue to be involved in both activities if they individually work with the sponsor of that activity to make sure they have a minimum number of practices to participate. Students will not be denied the opportunity to be part of an activity because of involvement in other activities. Activity sponsors will cooperate with each other to assure all students have an equal opportunity to participate, practice, and be part of a team organization or activity. All students are eligible for participation in activities if they meet academic, social, and behavioral standards as established by the district, this policy, and their sponsors. Each activity, as deemed appropriate by the sponsor, will have requirements for tryouts or membership for all participants. These qualifying

requirements will be non-discriminatory and appropriate for the students of the New Bloomfield R-III School District. Students will be required to sign a priority contract when involved in multiple sports in one season. The priority contract determines which activity the student will participate in when two or more activities are simultaneously scheduled. No student will be allowed to participate in two or more activities on simultaneously scheduled day.

PARENT/COACH COMMUNICATION

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. As parents, when your student becomes involved in our program, you have a right to understand what expectations are placed on your student. This begins with clear communication from your student's coach.

Communication Coaches Expect From Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your student becomes involved in the programs in the New Bloomfield R-III Schools, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. At these times discussion with the coach is encouraged.

Communications You Should Expect From a Coach

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the squad.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, offseason conditioning.
5. Procedure that will be followed should your student be injured during participation.
6. Discipline that results in the denial of your student's participation.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

It is very difficult to accept your student not playing as much as you may hope. Coaches are professional. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate To Discuss With Coaches

1. Playing time
2. Team strategy
3. Calling of plays
4. Other student-athletes/participants

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

1. Call to set up an appointment with the coach.
2. Please do not attempt to confront a coach before or after a contest or practice.

A parent should not enter a team locker room or dugouts before or after a contest or practice unless their student has been injured. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote resolution.

The Next Step: What a parent is to do if the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate step can be determined. Since research indicates a student involved in extra-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided here makes both your student and your experience with the New Bloomfield R-III extra-curricular programs less stressful and more enjoyable.

LETTERING POLICY

1. All seniors who have committed themselves to a sport all four years without quitting will earn a varsity letter.
2. Athlete must show good sportsmanship and abide by the rules and guidelines set up by New Bloomfield School, the head coaches, and MSHSAA.
3. Athlete must participate the entire season.
4. Only students' grades 9-12 are eligible for a varsity letter.
5. Athletes must be in good standing and remain in both good academic and citizenship standing with the New Bloomfield School District throughout the entire sports season for which they are eligible to earn a letter.
6. The coach, with the approval of the Athletic Director and/or Administration, reserves the right to letter an athlete with extenuating circumstances. (Examples of extenuating circumstances are: A player who gets injured and would have had lettered if they were able to play; A pitcher who pitches in all of their scheduled games; A player who fulfills their role on the team according to the role description; and others defined by the coach and AD).
7. Appeals Committee: Any player, who feels they should have lettered and did not, can make an appeal to the appeals committee. The appeals committee is made up of the coach, the principal, and the athletic director. The committee will make the final decision.

SOFTBALL:

- Athlete must play in 66% of total innings played during the season.
- Athlete must follow the rules set forth by the district in the Athletic Handbook.

BASEBALL:

- Athlete must play in 66% of total innings played during the season.
- Athlete must follow the rules set forth by the district in the Athletic Handbook.

BASKETBALL:

- Athlete must play in 66% of total quarters played during the regular season.
- Athlete must follow the rules set forth by the district in the Athletic Handbook.

TRACK:

- Athlete must score at least one point at a major meet (more than 8 teams at the meet).
- Athlete must attend 90% of total meets.
- Athletes must follow all rules set forth by the district in the Athletic Handbook.

GOLF:

- Athlete must participate on the varsity squad 66% of all of the golf matches.
- Athlete must follow all rules set forth by the district in the Athletic Handbook.

CHEERLEADING:

- Athlete must participate in 90% of total games.
- Athlete must participate in 90% of all practices throughout the season.
- Athletes must follow all rules set forth by the district in the Athletic Handbook.

MANAGERS:

- Student must be at 90% of games in which he/she is to be the manager.
- Student must be at 90% of all of the practices.
- Jr. High – can earn a certificate and manager pin, but not a varsity letter.
- Managers must follow all rules set forth by the district in the Athletic Handbook.

DANCE:

- Student must participate in 90% of all practices.
- Student must participate in 90% of all performances.
- Athletes must follow all rules set forth by the district in the Athletic Handbook.

CROSS COUNTRY:

- Athlete must attend 90% of total meets.
- Athlete must participate in at least 80% of varsity matches.
Athlete must score in the top 5 for the team in at least 50% of the total matches.
- Athlete must follow all rules set forth by the district in the Athletic Handbook

BAND

- Students must participate in 90% of all band events for the year.
- Student must maintain at least 85% for the overall band grade.
- Students must follow all rules set forth by the Band Instructor in the activity handbook.
- Students must exhibit appropriate behavior and cooperation at all times.

SPEECH AND DEBATE

- Students must follow all rules in the activity handbook.
- Student must participate in 90% of all practices.
- Students must participate in 90% of all performance/competitive activities.
- Student must participate in district competition.

ACADEMIC BOWL

- Student must follow all rules in the activity handbook.
- Student must participate in 90% of all practices.
- Student must participate in 90% of all competitive activities.
- Student must participate in district competition.

ENFORCEMENT OF ACTIVITIES RULES AND DISCIPLINARY PROCESS

Representing New Bloomfield R-III School District in extracurricular activities is a privilege. In choosing to participate in extracurricular activities, you are choosing to accept the role of leader in the school community. Therefore, you must be a creditable citizen. Creditable citizens are those whose actions, both in and out of school, will not reflect discredit upon themselves or their school. The following disciplinary processes will be enforced upon infractions that occur during the summer months as well as during the school year. They will apply to all participants. All discipline will apply to extra-curriculum and co-curriculum participants. Suspensions will apply to all activities including, but not limited to sporting events, dance, play, etc.

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

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

CRIMINAL OFFENSES

Any student that is convicted of, pleads guilty or no contest to or is adjudicated by the juvenile justice system of a **misdemeanor** (class A, B, or C, not to include traffic offenses) will face the following consequences in addition to those imposed by the justice system:

1st Offense: The student will be suspended for no less than 15 days of the season up to the equivalent of one semester. The suspension will begin with the first contest following the infraction. During the suspension, the athlete will be allowed to practice. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. To be eligible upon completion of disciplinary sanctions, the student **must** continue to practice with their team and adhere to all athletic handbook policies during this penalty.

2nd Offense: The student will be immediately dismissed from the team if the infraction occurs during the season, and if occurs during the summer when school is not in session, the offender will be ineligible for 365 days from the date of the infraction.

Any student that is convicted of, pleads guilty or no contest to a **felony** (Class A, B, C or D) will face the following consequences:

1st Offense: The student must go before the school board. The student will be suspended from all activities for the equivalent of one semester. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. To be eligible upon completion of disciplinary sanctions, the student **must** continue to practice with their team and adhere to all athletic handbook policies during this penalty. The situation will dictate as to whether it is in the best interest of the team for the student to continue to practice.

2nd Offense: The student will lose eligibility for the remainder of their high school career.

Drugs, Alcohol, and Tobacco

The use, possession, and distribution of drugs, alcohol, and tobacco are strictly prohibited. Electronic cigarettes are included and strictly prohibited. These substances are

against the law. They prohibit you from reaching your potential as an athlete and will have long-term negative health effects on your body. Any student involved in any co-curricular or extra-curricular activity seen by law enforcement, teacher, staff member or administrator possessing, using, or distributing of tobacco, alcohol or illegal drugs whether on school grounds or off, during the school year or summer months will be reported. The information will be validated by the Activities Director or building principal as soon as possible and they will hold a conference with the student. Reasonable effort will be made to allow the student's parent(s) to be present. If after this interview, the information is valid, the Building Principal shall report the incident to proper law enforcement. If the student is found guilty of a misdemeanor or felony they will be dealt with according to policy. If not reported to police but the student is still in violation of the drug/tobacco/alcohol policy the following penalties will be imposed:

1st Offense: The student will be ineligible for a minimum of 10% of his/her competitive season. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. Post-season tournament play is included.

2nd Offense: The student/athlete shall be ineligible for a minimum of 40% of his/her competitive season. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time WILL NOT include practice days prior to the first competition. Post season tournament play is included.

3rd Offense: The student/athlete shall be ineligible for all extracurricular activities for 365 days, beginning from the date of violation.

The administration reserves the right to impose greater penalties depending on the severity of the offense.

SPORTSMANSHIP POLICY

Sportsmanship Policy Statement: Participation in extracurricular activities is an honor and an important part of personal growth. The standards we use to define sportsmanship include but are not limited to, respect, honesty, self-control, positive attitude, responsibility, and courtesy regardless of the events outcome. All event participants (students, sponsors, spectators) are expected to follow these standards. The school's reputation should not be placed in jeopardy because of unsportsmanlike conduct displayed by anyone involved. Violations of this policy will not be tolerated. Unsportsmanlike conduct is defined as any act that would reflect discredit upon an individual's character.

The following policies are established to serve as guidelines for actions to be taken by the school in addition to the mandatory provisions contained in MSHSAA by-law 810.

Goals of a Sportsmanship Policy:

- A. To encourage responsible behavior by participants, coaches, sponsors, fans, cheerleaders, and others connected with extracurricular activities.
- B. To promote the educational values of competition and participation.
- C. To provide opportunities for youth to acquire worthwhile knowledge, skills, and emotional patterns.
- D. To promote behavior that reflects the values outlined in the New Bloomfield School's Discipline Policy.

Sportsmanship Rules:

A. Participants will conduct themselves in a manner consistent with the sportsmanship standards set forth in the New Bloomfield High School's —Discipline Policy.

B. Participants will respect the integrity and judgment of event officials, even if they disagree with their judgment.

C. Participants will refrain from using profanity or loud abusive language towards officials and teams.

Student Participant Penalties - When a participant is assessed a penalty by an event official, sponsor, or administrator for unsportsmanlike conduct:

1st Offense: The coach/sponsor shall remove the participant for the remainder of the event. The student participant will write a letter of apology to the officials and opposing school. The coach/sponsor may assign extra duties to be performed during the next practice.

2nd Offense: The coach/sponsor shall remove the student participant for the remainder of that contest and they will be benched for the next 2 related events. Student and parent must meet for a conference with the administrative team. The student participant will write a letter of apology to the officials and opposing school.

3rd Offense: Removal from the activity for the remainder of the season. If there are extenuating circumstances making the participant's conduct more serious, the penalty imposed by the school shall be immediate removal from the group.

Sponsor Penalties- When a sponsor is assessed a penalty by an event official, or administrator for unsportsmanlike conduct, penalties shall result in action commensurate with the act committed. Sponsor is defined as any faculty or staff that has been assigned specific duties per extra duty contract agreement.

1st Offense: Discussion and written reprimand by the sponsor's administrator.

2nd Offense: Discussion and written reprimand by the sponsor's administrator. Sponsor must write a letter of apology to the offended party within 48 hours of the incident. Copy must be given to the Superintendent.

3rd Offense: Written reprimand by sponsors is placed in the sponsor's file and the sponsor is suspended from the next activity. (In case of Jr. Varsity/Varsity game, this will be counted as one event).

When a sponsor is ejected during a contest for unsportsmanlike conduct, MSHSAA By-Law 810 provides as a minimum penalty the school prohibit him/her from participating in, or attending, at least the next contest for that team.

Spectator Misconduct –Action regarding the misconduct of a student spectator or fan shall range from a warning to being banned from attendance, depending of the severity of the action. Violent acts shall result in charges being brought against the individual or information being provided the prosecuting attorney, who may bring charges under Missouri Law, and banned the remainder of the season.

1st Offense: Warning from the administrator in charge, up to five days suspension from all New Bloomfield activities.

2nd Offense: Seven to fourteen day suspension from all New Bloomfield activities.

3rd Offense: Banned for the remainder of the semester.

The administration reserves the right to impose greater penalties depending on the severity of the offense.

Appeals: Any unsportsmanlike conduct penalties may be appealed to the Sportsmanship Appeal Committee. These appeals must be made in writing to the Central Office of the District within 72 hours following the incidence. The committee will be made up of a School Administrator, Activity Director, School Board Member, and two community members. The committee will make a review of the appeal within 48 hours of receiving the paperwork. The committee will make recommendations to the participant's immediate supervisor as to whether the action was ruled unsportsmanlike. It will then be up to the supervisor to take action if necessary.

Board Regulation

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one year. The Superintendent of Schools will determine the length of the restriction.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

CITIZENSHIP REQUIREMENTS ISS/OSS PARTICIPATION

To represent the New Bloomfield R-III School in extra-curricular activities, each student must:

- Demonstrate acceptable, sound behavior standards as deemed necessary by the principal, coaching staff, and sponsors.
- Student cannot compete in any competition or practice on a day that he/she has OSS. Students cannot compete in any competition on the day that he/she has ISS, but must attend practice. The principal will not assign ISS or OSS around a student's extracurricular involvement.

OSS Assignment:

- 1st Assignment of OSS will result in probation from the AD.
- 2nd assignment of OSS will result in loss of eligibility for the remainder of the semester

*Students who have OSS may not be on school grounds.

ISS Assignment:

- 1st Assignment of ISS will result in consequences in the student handbook.
- 2nd Assignment of ISS will result in Probation assigned by AD and consequences of the student handbook.
- 3rd Assignment of ISS will result in loss of eligibility for the remainder of the semester.

ACADEMIC REQUIREMENTS FOR SPORTS

No student can participate in athletic competitions or extracurricular activities if they have more than one D or F at the time of grade checks. To regain eligibility a student must meet all academic requirements at each grade check. High School and Junior High eligibility will be checked after 2 weeks of ineligibility. They are expected to meet the

same eligibility requirements. Students must also meet MSHSAA standards of eligibility for participation. ALL students must follow these guidelines. There are NO exemptions or exceptions.

ATTENDANCE

Students may not attend or participate in an extracurricular activity if they miss any part of the school day on the day of an activity. Any absence must be approved by school official with proper documentation before they are allowed to participate. If a student is going to be gone on the day of an event, they must have prior principal or AD approval to be eligible. This must be done before the scheduled event. If this is not done in advance the student will not be allowed to participate. Students who have an emergency may leave school only with prior approval of Athletic Director or Principal. Examples of these emergencies are orthodontic problems, vision problems, family emergencies, and medical related emergencies. In cases of medical issues, any student that does not provide documentation from the doctor will not be allowed to participate that evening.

DRESS CODE AND GROOMING

Students, athletes, and coaches that are involved in extra-curricular activities represent the New Bloomfield R-III School District. Therefore, it is of utmost importance that we make a good impression. Students may wear team sweats, or warm-up suits to games or home after away games with approval from both the Principal and Athletic Director. Students will be required to wear dress clothes for all away games, tournaments, and post-season play. The dress code applies for all indoor sports and activities. Practice clothing must follow school policy. Sleeveless shirts must not be revealing. No exposures of the stomach, back, or sides. Clothing that is considered underclothing, including sports bras must be completely covered by a student's outerwear.

- Hairstyles and facial hair must be maintained in a neat and clean manner as defined by the team coach, so as to present a positive image for both the team and the school.
- Tattoos must be school appropriate or not be visible during competition. School appropriate would apply the same as dress code regulations.

TRANSPORTATION

A student may ride home with his/her parents, provided they sign their son/daughter out on the sign out sheet at the event and is in accordance with the coach's team rules. Students must have administrator approval to leave at the end of an event with persons 21 or older, other than their parents, prior to the bus leaving the school for the scheduled event. A written letter signed by the student's parent will be necessary to receive administrator approval to ride with someone else.

SUMMER DEAD PERIOD

All member schools shall establish a summertime dead period for all MSHSAA-sponsored activities which shall be nine consecutive days in length, and must begin on a Saturday and last through the second following Sunday. For the 2019-2020 school year those dates are: June 22nd -June 30th for Activities (Band, cheer, dance, speech, drama, scholar bowl) and July 27th -Aug 4th for all athletic teams.

SECTION IX: TECHNOLOGY USAGE AGREEMENTS

Technology Acceptable Use Policy

The New Bloomfield R-III Schools District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. With access to computers and people all over the world also comes the availability of material that may be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information.

We believe that the valuable information and interaction available far outweighs the possibility that users may procure material that is *not* consistent with the educational goals of the district. However, ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

All users must agree to follow the district's policies and procedures and sign consent to the district's User Agreement prior to accessing or using district technology resources. Use of the district's technology is a privilege, not a right. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voicemail, telecommunications, email and access to the Internet or network drives. By using district resources, all users are consenting to district monitoring/access/interception of all communications accessed, sent, received, deleted, or stored. Administrators of district technology resources may suspend access to and/or availability of district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. The district will monitor the online activities of minors and operate a content filter on the network. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials. Evading, disabling, or attempting to evade or disable the content filter is prohibited. All students will be instructed on safety issues and appropriate online behavior. Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, and may result in disciplinary action, suspension of privileges, and/or referral to law enforcement.

NEW BLOOMFIELD R-III SCHOOL TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS

As a user of the New Bloomfield R-III computer network:

I UNDERSTAND

- the reason for the use of technology in this district is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication;
- although there is material of questionable value or controversial content available on the Internet, the educational benefits of access to its resources outweigh the risks;
- my use of technology is a privilege, not a right, and that inappropriate or inadequate use may result in cancellation;

- the New Bloomfield R-III School will not be responsible for damages I incur while using the account; this includes loss of data, delays, service interruption, inaccurate data;
- I will be barred from the use and/or referred to the Principal for disciplinary action if I violate these guidelines; Violation could result in restitution, suspension, or expulsion depending on severity and a report submitted to law enforcement.
- any changes made to a computer system will be done by the system administrators;
- I must abide by existing Federal and State laws in force regarding electronic communications. This includes accessing information without authorization, giving out passwords, or causing a system to malfunction. These carry penalties of up to **20 years in prison**;
- if I accidentally hit an inappropriate site, I should immediately turn off the monitor and report it to the teacher;
- my computer usage at school can be monitored remotely, and user history will be archived for monitoring purposes;
- technology support is not available for personal technology;
- personal technology should not be used to gain access to the internet;
- printers should only be used to print off class related materials.

I WILL NOT

- use technology to transmit or receive any material in violation of any law; this includes copyrighted material (plagiarism), threatening material, obscene material, or anything protected by trade laws;
- use technology for product or service advertisement;
- use technology for any illegal activity;
- use technology for any purpose not sanctioned by my teacher;
- use personal technology to access the internet during school hours;
- use blue tooth headsets or blue tooth technology during school hours;
- harm or destroy data of another user or network; this includes creating or spreading computer viruses;
- harm or destroy New Bloomfield R-III School's computer equipment;
- interfere with the operation of the network by installing illegal software, shareware, or freeware on the network (this includes streaming audio and video);
- visit an Internet site restricted by the school;
- knowingly trespass in another's folder, work, files, or technology mailboxes;
- access personal e-mail accounts, chat rooms and instant messaging;
- download any software for the purpose of evading the firewall;
- use school printers to print off non class related materials;
- attempt to gain access or hack into any system/resources I do not have access to;
- log in using another student's user name and password;
- use New Bloomfield equipment and/or resources to participate in Cyber-Bullying or other types of harassment.

SECTION X: IMPORTANT POLICIES; BULLYING, GRIEVANCES, HARRASSMENT, REPORTING, ETC

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if

directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination 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. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

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

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment 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. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

1. Behaviors that could constitute sexual harassment include, but are not limited to:
 1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
 2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent

307 Redwood Drive, New Bloomfield, MO 65063

Phone: (573) 491-3700

Fax: (573) 491-3772

E-mail: supt@nb.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Special Programs Director

307 Redwood Drive, New Bloomfield, MO 65063

Phone: (573) 491-3700

Fax: (573) 491-3439

E-mail: swisdom@nb.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the New Bloomfield R-III School District.

3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the New Bloomfield R-III School District does not discriminate in

its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in

which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance.

The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide

information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to

make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Bullying (Board Policy JFCF)

In order to promote a safe learning environment for all students, the New Bloomfield R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. *Cyberbullying* – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day

A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative

reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
 2. The harmful effects of bullying.
 3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
 4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.
- School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

NOTICE OF NONDISCRIMINATION (Board Policy AC)

The New Bloomfield R-III School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with the law, the District strictly prohibits discrimination and harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The procedures for reporting allegations of discrimination or harassment and discrimination and the contact information for the compliance coordinator can be found on the school website under Board Policy AC.

Facilities

The District also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the District receives federal

financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability, regardless of whether the child is currently enrolled in the Centralia R-VI School District is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

SPECIAL EDUCATION

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, 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 New Bloomfield R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 New Bloomfield R-III School District 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 New Bloomfield R-III School District 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 New Bloomfield R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed upon request in the office of the Special Services Director, Mrs. Amy Parker, 307 Redwood Drive, New Bloomfield, MO 65063, ((573) 491-3700).

This notice will be provided in native languages as appropriate.

SECTION 504

The New Bloomfield R-III 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 New Bloomfield R-III 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.

The New Bloomfield R-III School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed upon request in the office of the Special Services Director, Mrs. Amy Parker, 307 Redwood Drive, New Bloomfield, MO 65063, ((573) 491-3700). This notice will be provided in native languages as appropriate.

STUDENT RECORDS (Board Policy JO) 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 New Bloomfield R-III 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 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

STUDENT DIRECTORY INFORMATION

The District and the school will not release any records concerning a student without parental consent. However, federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The New Bloomfield R-III School District designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community

through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district has determined that the above-listed information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

TITLE I GRIEVANCE PROCEDURES

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

PROTECTION OF STUDENTS RIGHTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

IGBCA, IGBCB, and ICBH: The New Bloomfield R-III School District is obligated to identify and provide education and assistance to students who are homeless, migratory and/or are learning English as a second language.

KLA: This policy will provide the necessary sets to file a complaint regarding certain federal programs and services.

ADF: The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

EF-API: This policy will provide the procedure on how the district addresses past-due meal charges.

JO and JO-API: A notice of rights under Family and Educational Rights and Privacy Act (FERPA), a notice that the district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise.

JHC, JHDA, KI: Notice of rights to the Protection of Pupil Rights Amendment (PPRA) including: Privacy regarding surveys, privacy regarding non-emergency invasive physical examinations, and privacy regarding the collection of information for marketing purposes.

IGAEB: District is required to teach students the characteristics of, and ways to identify, sexual predators, the safe and responsible use of internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

JHDF: This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

IL: This policy will discuss the high quality academic assessment program from both state and local assessments.

EBAB-API: This policy discusses the notice regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or response actions taken.

EBC: Materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken.

IGCD: Notice that qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense.

GBH: Notice of district's policy on electronic communication between staff members and students.

KB-AP1: Providing students with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education.

EF-AP1: This policy shows the districts procedure on how the district addresses past-due meal charges.

