

Newburg High School



Student Handbook

2020-2021

Home of the Wolves

Newburg High School
701 Wolf Pride Drive
Newburg, Missouri 65550
573-762-9653

SuperintendentExt.
1001

Central OfficeExt.
1002

PrincipalExt.
4001

High School OfficeExt.
4002

Assistant PrincipalExt.
2001

CounselingExt.
4601

Activities DirectorExt.
4603

Dr. Randy Caffey, Superintendent
Mr. Russ Mudd, Principal
Mr. Leo Clark, Assistant Principal

The Newburg R-II School District does not discriminate against any student because of race, color, national origin, sex, religion, or handicapping condition. Inquiries regarding the implementation of this policy should be directed to the principal. If unresolved, the student or parents may appeal to the Superintendent. The Newburg R-II School District will comply with all provisions of the Safe Schools Act.

Table of Contents

LEGAL ISSUES3-14
Public Notice	
Notice of Discrimination	
Family Educational Rights and Privacy Act (FERPA)	
Every Students Succeed Act (ESSA)	
Protection of Pupil Rights Amendment (PPRA)	
Professional Learning Communities	
Safety	
GENERAL INFORMATION15-20
Philosophy of the Newburg R-II School District	
Lockers	
Visitors	
Attendance/Excessive Absences	
Notice and Make-up Work	
Procedures/Exceptions/Family Trips/College Days	
ACADEMICS	21-32
Schedules	
School Counselor	
Method of Determining Grades/Grading System	
Class Rank and Honors	
Awarding of Credits	
Finals	
A+ Schools Program	
College Courses	
MSHSAA Eligibility	
Assignment Policy/Time/Late Work	
Friday Night Detention	
Saturday School	
Out of School Suspension	
Policy for Part-Time Students	
Early Graduation	
Graduation Ceremony	
Withdrawal from School	
Graduation Requirements	
Student Classification	
Report Cards	

STUDENT BEHAVIOR CODE32-41
EXTRA & CO-CURRICULAR41-46
Athletics/Activities	
Physical Exams	
Student Drug Testing Policy	
Class Officers, Club Organizations, King/Queen Candidates	
Student Council	
Events/Dances	
Protests	
Activity Fees	
Honor Roll and the National Beta Club	
HEALTH SERVICES46-49
LIBRARY/MEDIA SERVICES/COMPUTER LAB49-50
FOOD SERVICES	50
TRANSPORTATION	50-52
PERSONAL WIRELESS ELECTRONIC DEVICE POLICY	52-53
POLICIES/LAWS54-62
Student Records	
Health Information	
Directory Information	
Parent and Eligible Student Access	
Law Enforcement Access	
Children Division Access	
Student Records Definitions	
Education Records	
Review of Records	
Transfer of Education Records	
Annual Notification of Rights	
Annual Notification of Directory Information	
Release of Education Records	
Appeals Procedures	

LEGAL ISSUES

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education, even though they are advancing from grade to grade.

The Newburg R-II 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Newburg R-II 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 Newburg R-II 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. The parent/guardian may request an amendment to the educational records if the parent/guardian believes the records are 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 Newburg R-II 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 by contacting Russ Mudd, Director of Special Services, at Newburg R-II High School, 701 Wolf Pride Drive, Newburg, MO 65550, between the hours of 7:30 a.m. and 4:00 p.m.

Notice of Nondiscrimination

The Newburg R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Board of Education reaffirms its belief that every student, regardless of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, be given equal opportunity for educational development. The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities.

Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights regarding the education records of students. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. A parent or eligible student should submit a written request to the superintendent, identifying the records he or she wishes to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of education records. A parent or eligible student may ask Newburg R-II to amend records that is believed to be inaccurate. He or she should write the superintendent, clearly identify the part of the records to be changed, and specify why it is inaccurate. If Newburg R-II decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in a 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health,

medical staff, and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapists); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Upon request, Newburg R-II discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- The right to consent to disclosures of personally identifiable information contained in a 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health, medical staff, and law enforcement unit personnel); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Upon request, Newburg R-II discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures of Newburg R-II to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

Parents' Guide to the Family Educational Rights and Privacy Act: Rights Regarding Children's Education Records

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under FERPA. If you have further questions, please contact the U. S. Department of Education's Family Policy Compliance Office (FPCO) using the contact information provided below.

My child's school won't show me her or his education records. Does the school have to provide me with a copy of the records if I request them?

Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period of time. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the *Individuals with Disabilities Education Act (IDEA)* may have additional rights and remedies with regard to their children's education records. The school district special education director or state special education director can answer questions about IDEA.

Who else gets to see my child's education records?

To protect your child's privacy, schools are generally prohibited from disclosing

personally identifiable information about your child without your written consent.

Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs or enforcing federal laws that relate to those programs; and
- disclosures including information the school has designated as “directory information.”

What is directory information?

FERPA defines “directory information” as information contained in a student’s education records that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include: name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;

- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent school attended.

A school may disclose directory information to anyone, without consent, if it has given parents general notice of the information it has with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the *Individuals with Disabilities Education Act* (IDEA) may have additional rights and remedies with regard to their children’s education records. The school district special education director or state special education director can answer questions about IDEA.

Who else gets to see my child’s education records?

To protect your child’s privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;

- disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs or enforcing federal laws that relate to those programs; and
- disclosures including information the school has designated as “directory information.”

Does FERPA give me a right to see the education records of my son or daughter who is in college?

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (eligible student). However, FERPA provides ways in which a school may – but is not required to – share information from an eligible student’s education records with parents, without the student’s consent.

For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share information that is based on that official’s personal knowledge or observation of the student with a parent.

Contact Information

For further information about FERPA, contact the Department’s Family Policy Compliance Office (FPCO).

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

(202) 260-3887 For quick, informal responses to routine questions about FERPA, parents may also e-mail the Family Policy Compliance Office at FERPA.Customer@ED.Gov.

Additional information and guidance may be found at FPCO’s Web site:

[Disclosure of Information from Education Records to Parents of Postsecondary Students](#)

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)² .

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

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

2. Who may file a complaint?
Any individual or organization may file a complaint.

3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

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

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

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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the

complaint).

9. How will appeals to the Department be investigated?

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

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

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

ESSA-Plan-2019.docx

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Newburg R-II to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concern one or more of the following eight areas (“protected information surveys”):

- political affiliations or beliefs of the student or student’s parent;
- mental or psychological problems of the student or student’s family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of others with whom respondents have close family relationships;
- legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- religious practices, affiliations, or beliefs of the student or parents; or
- income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings. A schedule of activities requiring parental notice and consent/opt-out for the upcoming school year is legally required. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or to an emancipated minor under state law.) If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to

Newburg R-II
Attention: Superintendent
P.O. Box C
Newburg, MO 65550

Newburg R-II will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student. If, at any time during this school year, your child is to be included in a survey, Newburg R-II will send you the proper information and release form.

Professional Learning Communities (PLC)

The Newburg R-II School District committed to implement the PLC model beginning with the 2009-2010 school year. This means teachers, staff, and administrators are committed to successful learning for every student. Teachers focus on improving student achievement using regularly-scheduled collaboration time. Teachers clarify exactly what must be learned by each student and frequently evaluate their progress through the use of formative and summative assessments. They also ensure interventions are in place for those who need extra time and provide enrichment activities for students who have already reached their goals. Through best teaching practices and active learning, students are engaged in the learning process and are provided feedback about their performance.

Safety

Missouri Revised Statutes

Chapter 160: Schools—General Provisions – Section 160.455

Duties of school district:

160.455. At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the State Emergency Management Agency, or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

- developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
- promoting understanding of the impact of earthquakes on natural features and manmade structures; and

- explaining what safety measures should be taken by individuals and households prior to, during, and following an earthquake.

Contacts for Earthquake-Related Information

Federal Emergency
Management Agency Region VII
9221 Ward Parkway, Suite 300
Kansas City, MO 64114-3372
Telephone: (816)283-7063 FEMA
Earthquake Program:
www.fema.gov/earthquake

Missouri State Emergency
Management Agency
P.O. Box 116
Jefferson City, MO 65102
Telephone: (573) 526-9100
EMA Earthquake Program:
<https://sema.dps.mo.gov/>

Missouri Center for Safe Schools
Union Station,
Suite 401 30 West Pershing Road
Kansas City, MO 64108

Missouri Department of Natural Resources Division
of Geology and Land Survey
111 Fairgrounds Road
Rolla, MO 65401
Telephone: (573)368-2100
DGLS Homepage: <http://dnr.mo.gov/geology/>

For Additional Information:

United States Geological Survey: <http://www.usgs.gov/>

Central United States Earthquake Consortium: <http://www.cusec.org/>

Saint Louis University Earthquake Center:
<http://www.eas.slu.edu/EarthquakeCenter/>

Kansas Geology Survey concerning Nemaha uplift:
<http://www.kgs.ku.edu/>

Ready.gov: <http://www.ready.gov>

GENERAL INFORMATION

Philosophy of the Newburg R-II School District

It is the philosophy of the Newburg R-II School District to provide an educational environment that will ensure a positive atmosphere for the intellectual, social, physical, and moral development of the students in the district. The basis of this philosophy is a belief in the dignity and worth of every student, a belief that each student can learn and should be provided the opportunity to achieve his or her maximum development.

A continuous effort is made to develop the understanding that adherence to moral principles is essential to the stability, unity, and lifeblood of any society. Through the development of a respect for all individuals, the total school experience becomes a workshop in the democratic way of life.

Mission Statement

Newburg Wolves are committed to learning and student success.

Vision Statement

Newburg Wolves are readers, writers, thinkers, and problem solvers, preparing for a brighter future.

Our Motto

Knowledge is Power

General Regulations

Students should not be in the halls prior to 7:30 a.m., unless they have a scheduled meeting with a staff member. Students who arrive early should wait in the cafeteria until this time. Students are not allowed to congregate in the old gym.

Students are not to leave school grounds once they arrive, unless they have a pass from the office allowing them to do so. Anyone leaving school without office permission will be considered truant. Students arriving in vehicles must immediately enter the building.

Students should clear the building by 3:45 p.m., unless supervised by a staff member.

Other Times -- The building will not be opened outside of school hours, unless a faculty member or another adult approved by the Superintendent or Principal is present. The Superintendent or

Principal must approve use of the building outside of regular school hours.

Lockers

All students will be allowed to use a hall locker. All students are encouraged to store belongings in lockers. Locks will be available for checkout during the school year. The student will pay for lost or damaged locks (\$5.00 fee). Students are strongly advised not to share their combinations with others. All school lockers will be searched at the discretion of the administration. There should be no assumption of privacy concerning school lockers. The administration must have the ability to search lockers to ensure tidiness, to look for inappropriate items being stored in lockers, and to help fight theft at the school.

The school will have locks available for gym lockers. The gym lockers may be used with the same understanding as the hall lockers concerning discretionary searches. Gym bags, tote bags, and/or backpacks should not be left unattended in the locker room. All gym lockers must be locked.

Visitors

The public is encouraged to visit our school, and visitors are required to check in at the high school office upon arrival. All visitors must comply with school regulations. Students must make arrangements in advance if they wish to bring a guest to school. The guest must be visiting with the intent of enrolling at Newburg High School.

School Closings

KJPW, KZNN, or KCRG radio stations and KY3, KSPR, KSDK, KOLR, or FOX St. Louis TV stations will be notified by 6:30 a.m. when we are not having school. If Newburg is not included in the list of school closings, then one can be sure we will have school. Parents are strongly encouraged to maintain current contact information with School Reach.

Attendance

This policy pertains to all students enrolled in Newburg High School and other students taking high school classes, except those students with an active federally required Individualized Educational Plan (IEP) who are exempted in the IEP.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures,

classroom discussions, teacher assistance, or teacher explanation. This policy is to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the Newburg School District, and to encourage students to assume responsibility for their conduct.

Excessive Absences

Students will be permitted a maximum of seven (7) absences per class per semester. A student who accrues eight (8) absences will be at risk to forfeit credit for the class. A student will be considered absent if he or she misses more than twenty (20) consecutive minutes of class time. Days of suspension are counted as absences and accrue toward the eight (8) day absence limit.

If a student is absent from school due to illness for more than four (4) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason for the absence. Such verification may be presented to an appeals committee, if an appeals proceeding is required at a later date.

Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

Appeal Process

The parent or guardian of a student who has accrued eight (8) absences may submit an appeal to the Attendance Policy Committee requesting reinstatement of credit. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian receives notice of the accrual of the eighth absence.

The appeal may be submitted on the Appeal Form provided to the parent or in other written or typed form that provides the following information:

- date of appeal;
- a complete explanation of the reason(s) why the appeal should be granted;
- any appropriate documentation;
- signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student or parents will be notified.

Notice and Make-up Work

The parent or guardian of each student who is absent must notify the office of the absence and the reason for the absence before the student may be re-admitted to class. Failure to do so will result in the absence being deemed truancy.

If a student is absent from school for two or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

Credit for make-up work is permitted for excused absences. When absences are anticipated, such as family trips, the student is to contact his/her teachers so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once a student has returned to class, he or she should strive to complete all work within the number of school days equal to or less than the number of school days the student has been absent.

Example: If the student is absent two days and returns on Tuesday the 18th day of the month, then the student will have no more than two days to complete and turn in make-up work, which will be due on Thursday, the 20th day of the month.

However, notwithstanding the provisions of the preceding paragraph, no student will be permitted to take more than one week (seven days following the date upon which the student returns to class) to make up work without special permission of the teacher. Example: If a student misses seven days of class and returns to school on Wednesday, the 19th day of the month, the student must complete and turn in all make-up work on or before Wednesday, the 26th day of the month, unless the student receives special permission from the teacher.

Procedures

Students will be given a student handbook upon enrollment in Newburg High School. The handbook shall contain the written attendance policy. The attendance office will record each student's absence.

When a student has accrued four (4) absences in a class during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies of the Newburg Board of Education, the student is in danger of forfeiting credit for the class due to excessive absences.

When the student has accrued six (6) absences in a class during the semester, school personnel will make all reasonable efforts to contact either the student or his/her parents or guardians to discuss the student's excessive absences, the impending loss of credit, and methods to prevent such a loss. However, if the parents cannot be reached, the school administration will enforce the policy as written.

When the student has accrued eight (8) absences in a class during the semester, the student will automatically forfeit credit for the class. The school will notify the parent or guardian that the student has accrued eight (8) absences and has forfeited credit for the class. Such notification shall include an Appeal Form.

A student who has accrued eight (8) absences retains the option of receiving a grade of N (no grade, no credit). The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will receive an F (failure).

A student will not be denied an education. The student will be denied credit for the class as a result of having missed a substantial portion of the instruction and work provided during the semester.

Exceptions

Approved, school sponsored, out-of-school activities (field trips, sporting event, etc.) will not be counted as absences for purposes of the excessive absence policy. Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception or an appeal. Therefore, all such conditions should be verified in writing by a physician.

The parent or guardian of a student who anticipates missing eight (8) or more sessions of any class(es) due to hospitalization, prolonged illness, or other good cause may request an exception to the excessive absence policy in writing prior to the accrual of the eight (8) absences. If the parent does not submit such a request prior to the date on which eight (8) absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence policy.

Family Trips

If a student wishes to get make-up work prior to his/her absence, teachers must be given two days advance notice. These days do count as absences.

Student College Days

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. STUDENTS WHO WISH TO VISIT COLLEGES SHOULD REQUEST A COLLEGE DAY VISIT FORM IN THE GUIDANCE OFFICE BEFORE MAKING THE COLLEGE VISIT. Those days do count as absences.

Steps to Follow when Absent from School

- Have parents call to report absence between 7:30 a.m. and 12:00 noon on the morning of the absence (762-9653, extension 4003). If the attendance office secretary is on another line, it is acceptable and desired that a message be left on voicemail. The messages are given prompt attention.
- Known doctor, dental, and family appointments should be phoned in prior to the day the student is to meet the appointment. A student must sign out before leaving school, and sign in upon returning to school.
- If it is impossible to call, the parents must write an excuse giving names, dates, and the reason for absence.
- The student must present the excuse to the attendance secretary and obtain an admission slip. If there is no parental contact within two days of the absence, the absence will be considered truancy.

Admission slips are to be picked up at the attendance office between 7:35 and 7:57 a.m. or during the lunch period. STUDENTS WILL RECEIVE AN UNEXCUSED TARDY WHEN OBTAINING ADMIT SLIPS DURING CLASS TIME.

When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school rosters.

Bell Schedules

High School	
School opens	7:30 a.m.
First Bell	7:57 a.m.
1st hour	8:00 a.m. – 8:50 a.m.
2nd hour	8:53 a.m. – 9:43 a.m.
3rd hour	9:46 a.m. – 10:36 a.m.
4th hour	10:39 a.m. – 11:29 p.m.
Lunch	11:29 p.m.- 11:54 p.m.
5th hour	12:57 p.m. – 12:47 p.m.
6th hour	12:50 p.m. – 1:40 p.m.
7 th hour	1:43 p.m. - 2:33 p.m.
8th hour	2:36 p.m. – 3:26 p.m.

Junior High	
School opens	7:30 a.m.
First Bell	7:57 a.m.
1st hour	8:00 a.m. – 8:50 a.m.
2nd hour	8:53 a.m. – 9:43 a.m.
3rd hour	9:46 a.m. – 10:36 a.m.
Lunch	10:36 a.m. – 11:01 p.m.
4th hour	11:04 p.m.- 11:54 p.m.
5 th hour	12:57 p.m. – 12:47 p.m.
6 th hour	12:50 p.m. – 1:40 p.m.
7 th hour	1:43 p.m. - 2:33 p.m.
8th hour	2:36 p.m. – 3:26 p.m.

ACADEMICS

Schedules and Schedule Changes

Students will be allowed to change their schedule during the first three days of the first semester. To ensure that teaching and learning take place in a timely manner, students will not be allowed to change their schedule after the third day of the first semester. Second semester schedule changes will be permitted during the first three days of the semester. Again, this is to ensure that teaching and learning take place in a timely manner. All schedule changes will require permission from the parents, counselor, and principal.

School Counselor

The Newburg High School Counseling Program is based on the understanding that each student is a unique, developing, capable individual who will learn from experience and grow personally, socially, and educationally throughout adolescence. Comprehensive school counseling services are designed to meet the needs of all students and to assist in developing positive attitudes/skills in the areas of self-awareness, interpersonal relations, educational and career awareness, goal setting, and decision making. In addition to providing necessary and important educational and career information, the counselors seek to promote each student's desire to maximize his/her potential in preparation for success in his/her post high school plan. Counseling promotes effective communication and life planning skills, which help students to grow into responsible adults.

Method of Determining Grades

When calculating quarter grades, a percentage of total possible points should be used to determine the quarter grade.

The last three days of the semester will be devoted to final unit tests. A test schedule by periods will be issued from the office. Students who satisfy attendance and academic criteria may be exempt from these finals.

Classes taken away from the Newburg school campus may satisfy a graduation requirement. However, they are not eligible to receive weighted credit, and they will not be counted towards a student's GPA.

Classes taken during the summer will count for completion of graduation requirements, but they

will not be included in the GPA calculations. The exceptions are the state required classes of Health, Speech, and Personal Finance.

Grading System:

Letter Grade	Grade Points	Percent Range
A+	4.00	97% - 100%
A	4.00	94% - 96%
A-	4.00	90% - 93%
B+	3.60	87% - 89%
B	3.30	84% - 86%
B-	3.00	80% - 83%
C+	2.60	77% - 79%
C	2.30	74% - 76%
C-	2.00	70% - 73%
D+	1.60	67% - 69%
D	1.30	64% - 66%
D-	1.00	60% - 63%
F	0.00	.00% - 59%

Students enrolled in special education classes must successfully complete a program compatible with their needs and abilities. Each program shall follow graduation requirements. The determination of the need for classroom accommodations and/or modified grades will be made for each student through his/her individual education plan (IEP).

Class Rank and Honors

Class rank will be determined by the highest cumulative GPA, taken out to the sixth decimal place on a non-weighted 4.0 scale. Class rank based on a non-weighted 4.0 scale will begin with the class of 2019.

Awarding of Credits

Credits are awarded at the end of each semester for students attending Newburg High School (NHS). This is based upon successful completion of courses offered as well as meeting attendance requirements. Credits will also be accepted from other accredited institutions. NHS offers seven (7) half (0.5) credit courses per semester and requires a minimum of twenty-four (24) credits for graduation.

A student transferring in from another school that awards more or less than three-and-a-half (3.5)

credits per semester will have his or her transcript evaluated. Credits required for graduation will be modified to allow for the differences in awarding credits.

Finals

At the end of each semester, students will be provided with a final test for each course during the designated final testing periods.

A+ Schools Program

Newburg High School has been designated by the Missouri Department of Elementary and Secondary Education as an A+ school. Assuming that state funds are available, Newburg High School graduates may be entitled to receive two years of tuition at any Missouri community college or public technical school if they meet the following requirements:

- Be a United States citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ school for three consecutive years immediately prior to graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9- 12.
- Perform 50 hours of unpaid tutoring or mentoring which must be academic in nature.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
- Achieve a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of- course exam in the field of mathematics. If students meet all of the eligibility requirements except the end of course exam requirement, they may establish eligibility by achieving a qualifying score (1 in Algebra or 43 in Pre- Algebra) on the COMPASS exam published by ACT, Inc., or the mathematics component (17) of the ACT test.
- Students may achieve the qualifying score as a high school or postsecondary student. If they achieve the score as a postsecondary student, they may be eligible for an award in the same term that they take the test. These scores are subject to change, and the Missouri Department of Higher Education will announce the qualifying COMPASS and ACT scores annually.
- Attempt to secure all available federal financial assistance funds that do not require repayment.
- Register for Selective Service, if applicable.

College Courses

A student may elect to take college courses during the regularly scheduled school day or beyond school hours. This is done at the expense to the student. A student may earn credit for the successful completion of the college course. A three (3) credit college course is equal to a half (0.5) credit of high school credit. A student completing a four (4) or five (5) credit college course will receive one (1) high school credit. ***The change in equating college credit to high school credit will begin the 2016-2017 academic year.*** Newburg High School will award a maximum of two (2.0) high school credits for the successful completion of four (4), three (3) credit college courses. This will begin with the class of 2019.

A student must submit an official college transcript to the high school office for the specified credit to be entered on the high school transcript. A student should always get approval from the counselor and principal prior to registering for a college course.

Missouri State High School Activities Association (MSHSAA) Eligibility

A student must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit.

For a student's current semester, the student must be enrolled in and regularly attending courses that offer 3.0 units of credit.

Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion, or is a core subject course, and credit has been placed on the school transcript. No more than one unit of credit earned in summer school shall be counted toward fall eligibility.

Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.

A student should not drop courses without first consulting with your school principal, athletic director, or counselor to determine whether doing so will affect your eligibility

A student may earn a maximum of one (1) unit of credit each semester for online college courses. This would be equivalent to two (2), three (3) credit college courses. In addition, the student must take a minimum of four (4), half (0.5) credit high school courses each semester.

A student may earn a maximum of two (2) units of credit each semester for courses taken on a college campus. This would be equivalent to four (4), three (3) credit college courses. In addition, the student must take a minimum of two (2), half (0.5) credit high school courses each semester.

Assignment Policy

Guidelines for the Assignments and Responsibilities of Students, Staff, and Parents

Assignments contribute toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Newburg High School staff to create relevant, challenging, and meaningful assignments that reinforce classroom learning objectives. Assignments should provide students with the opportunity to apply information they have learned and develop independence. Assignment grades are modified based on students' individual needs (i.e. IEP, 504 Plans).

Assignments include:

- practice exercises to follow classroom instruction;
- preview assignments to prepare for subsequent lessons;
- extension assignments to transfer new skills or concepts to new situations; and
- creative activities to integrate many skills toward the production of a response or product.

Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time completing assignments at home, you should contact your child's teachers.

Students are encouraged to pursue non-assigned, independent, leisure reading.

Late Work Policies

Late work policies are left to the discretion of each individual teacher.

Students are expected to complete all assignments. Failure to complete and turn in the required assignments will result in the student being required to do assignment in the class and possible

Friday Night Detention (FND) time for Insubordination to do class work. Insubordination is

defined as: *“Willful failure to respond or carry out a reasonable directive by authorized school personnel.”* We believe that a student doing his/her assignments is a reasonable request, and it is assigned for student success.

Friday Night Detention

Friday Night Detention (FND) will be held on the last day of the school week between the hours of 3:30 and 7:30 p.m.

Each session will be held in the classroom assigned and be under the supervision and instruction of a faculty member of the Newburg R-II School District. Students must bring incomplete assignments to FND. Teachers may make additional assignments for any student who presents with work that is insufficient for the duration of detention. Transportation is the responsibility of the student and parent/guardian. Students serving FND will not be allowed to attend any extra-curricular practice or events the night of their detention.

- Students must report to the detention room by 3:30 p.m. Students who are late will not be admitted. Students may not leave before 7:30 p.m., or the time at which the detention hours have been fulfilled. Students may not leave without being dismissed by the teacher.
- Talking is not permitted during detention. Students must be working on assignments the entire time. No sleeping or lying down.
- No magazines, newspapers, radios, mp3 players, iPods, food, or drink will be allowed.
- No visitors at any time

Saturday School

Students who continue to have late or missing assignments, are at risk for serving Saturday detention. Saturday School will be held, as needed, between the hours of 8:00 am and 12:00 pm. Each session will be held in the media center and be under the supervision and instruction of faculty members of the Newburg R-2 School District.

Students must bring work that needs to be completed or made up. Students who are in Saturday School for failing grades will have several content area teachers available for tutoring.

Transportation to and from Saturday School is the responsibility of the student and parent/guardian. Students serving Saturday School will not be allowed to attend any extra-curricular practice or even the day or night of their detention. If a student fails to report to Saturday School as directed or follow expectations listed below, the Saturday School will be rescheduled and he/she will receive a one day out of school suspension as well.

Saturday School Expectations:

- Students must be on time. Students who are late will not be admitted. Students may not leave before 12:00 p.m. unless their assigned time is less than 4 hours.
- There will be no talking during detention. Students must be working on homework or reading a book. No sleeping or lying down.
- No magazines, newspapers, radios, mp3 players, Ipods, food or drink will be allowed.
- No visitors at any time.
- There will be a restroom and water fountain break every hour.

Responsibilities of Staff

- Assign relevant, challenging, and meaningful work that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct assignments.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete work develops.
- Provide samples of projects to which students may refer for guidance.

Responsibilities of Parents

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor the student's organization and daily list of assignments on the agenda.
- Help the student work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Contact the teacher to stay informed about the student's learning process.

Responsibilities of Students

- Record assignments in the student planner.
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Take notes in classes and work on summarizing information for understanding.
- Find a quiet, well-lit study area.
- Work on assignments independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

Out-Of-School Suspension

Out-of-School Suspension is meant as a last resort to correct misbehavior. Students serving OSS will not be allowed on school premises or at any school related function until the suspension has been fully served.

- Students serving OSS may request his/her assignments for the duration of the suspension.
- Students serving OSS will be required to complete all work for full credit.
- Students attending Waynesville Career Center who are suspended at either Newburg or Waynesville will be suspended at both.
- Days of OSS will count against the student in regards to the attendance policy.

Policy Concerning Part-Time Students

Any student petitioning the school board to become a part-time student must do so in writing no less than 30 days before the applicable semester. Applications received by the school board after 30 days before the semester begins will not be considered. In addition, the following guidelines shall apply:

- The student must be a senior.
- The student must be in good academic standing and on pace to graduate without the assistance of online classes.
- The student's reasons for becoming a part-time student must be perceived as appropriate by the Newburg R-II School Board.
- Working will be considered an appropriate reason to attend part-time school. Students must be employed at the time the semester begins.
- If it appears that a student is in danger of not graduating after the first semester, the student's part-time status will be nullified. The student will be enrolled as a full-time student at that time.

Early Graduation

Graduation will be allowed any time after six (6) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Boards. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

Graduation Ceremony

All students are required to meet graduation requirements prior to participation in graduation ceremonies. The high school principal, in consultation with the high school counselor, shall

certify that each student has met graduation requirements.

Withdrawal from School

Anyone transferring to another school or withdrawing for any reason must turn in all school property in his/her care and pay all fees due before credits will be transferred or released.

Waynesville Career Center

A student may elect to attend the area vocational school, Waynesville Career Center (WCC), to receive hands-on training in a specific career field. Tuition will be at the expense of the school district. Acceptance to WCC is based upon application to the program, local criteria, and a review of the student's school record. If a student is selected to attend, he or she is exempt from a half (0.5) credit per year of attendance at WCC. Total graduation requirements for two (2) years of attendance at WCC would be twenty-four (24) credits. If a student attends WCC for one (1) year, twenty-four and a half (24.5) credits are required to meet graduation requirements.

Students wishing to attend the Waynesville Career Center (WCC) shall be selected from the following categories:

- Seniors who have successfully completed the first of a two year program.
- Juniors interested in a two year program.
- Seniors interested in a one year program.

Their selection shall be based on the following priorities, each evaluated on a scale of 1-10

- Attendance
- Attitude
- Aptitude
- Grade Point
- Discipline

Although students must take related courses here at Newburg High School to help determine ability in their chosen field, they must also take a vocational ability test before going. This is usually given during the sophomore year.

Our regular educational program is so designed as to allow students to complete most of their requirements within the first two years. In order for a student to attend WCC, they must be able to complete the requirements for graduation.

Many times Newburg High School will be in session when WCC, is not, or vice versa. All vocational students are required to attend their scheduled classes at NHS even when WCC is not

in session. However, when NHS is not in session, Newburg students will not be required to report to WCC.

Newburg Schools furnishes transportation to and from WCC. All WCC students are required to ride the bus to and from the vocational school. Students who fail to ride the bus and drive without permission, will be removed from the WCC program at semester. If there should be an occasion for a student to drive, it must be cleared by the principal at least one day in advance. If an unexpected situation such as an emergency makes it impossible to give the office advance notice, the student's parent/guardian should contact the office as soon as possible so the student can be accounted for. Failure to ride the bus could result in disciplinary action to include the possibility of losing the privilege of attending the technical institute. Transportation to WCC will not be provided on the days the NHS is not in session.

For those students who attend the Waynesville Career Center, it is and should be a decision to attend between the student, their parent/guardian, counselor, and principal. It is important to remember that the tuition paid by the Newburg R-II School District for the student to attend the Waynesville Career Center represents an important investment by this school district on the student's behalf.

The Newburg R-II School District will provide transportation to the Waynesville Career Center as stated earlier in the student handbook. If a student misses the vocational bus, the student is to report immediately to the office and the absence from the vocational school will be unexcused. A vocational-technical student is NEVER to drive or ride to the tech school without prior approval of the tech school, parents, and the high school principal. There can be no exceptions to this procedure.

1st offense - one day suspension from school

2nd offense - withdrawal from program

Good attendance is essential to continued enrollment at the vocational school.

VO TECH ATTENDANCE POLICY; Vo Tech is a three-hour block. Therefore, when a student misses one day at WCC, he or she has actually missed three periods of that particular vocational class in comparison to a regular class that only meets for 50 minutes a day. Although this is on a 3 to 1 basis, the Vo Tech student will be allowed to miss a total of 5 days per semester at Vo Tech School. If absences exceed 5 days in one semester, the student will fail and will be taken out of Vo Tech and placed in regular classes at Newburg High School.

Graduation Requirements

When grades are turned in on the date due for seniors, all grades and credits earned are final. If a student fails to meet all necessary requirements for graduation, he or she will not be allowed to walk at graduation. However, the student will have an opportunity to enroll in summer school to fulfill graduation requirements. Once completed, the student may then pick up their diploma.

Student Classification

- Freshman: less than 6 credits
- Sophomore: at least 6 credits but less than 12 credits
- Junior: at least 12 credits but less than 18 credits
- Senior: 18 or more credits

REQUIREMENTS FOR GRADUATION

(Policy 2525)

4 credits in English
3 credits in Math
3 credits in Social Studies
3 credits in Science
1 credit in a Fine Art
1 credit in Physical Education
1 credit in a Practical Art
0.5 credit in Health
0.5 credit in Personal Finance
7 credits in Elective Subjects
24 total credits required

Report Cards

Report cards will be issued every nine weeks of the school year. If necessary, special reports will be made to parents at more frequent intervals. Grade symbols of A, B, C, D, F will be used to indicate achievement of students.

All students will be required to attend eight (8) semesters after grade eight, except when special permission has been granted by the principal under one of the following conditions:

- The student is unable to attend school because of health.
- The student may elect to go to college after his/her seventh semester provided he or she

has 23 units of credit with all state and local requirements met. Two college courses may be transferred back to Newburg High School to complete the required 25 units of credit. If the student has 25 units, he or she must show proof of college attendance for the entire term.

- Hardship Students who have completed all academic requirements but encounter extenuating circumstances in meeting the residence requirement may be considered on an individual basis to bypass the eighth semester. The line of appeal shall apply through due process.

STUDENT BEHAVIOR CODE

We believe the achievement of self-discipline is an important goal of our high school. The following behavior code is designed to guide Newburg students in the attainment of this goal. Students are expected to:

- Conduct themselves at all times in the manner of young ladies and young gentlemen, with respect for themselves and others.
- Attend school regularly.
- Be on time to school and class with the proper materials and the Student Planner, remain attentive in class, display proper classroom and hall behavior, and remain in the class unless dismissed by the teacher.
- Complete assignments to the best of their abilities.
- Be courteous to teachers and fellow students.
- No food or drink unless approved by administration.
- Refrain from using the teacher workroom without permission from the office.
- Drive in a prudent and safe manner.
- BE A GOOD SPORT AT ALL ACTIVITIES, HOME AND AWAY. REMEMBER, EACH STUDENT REPRESENTS NEWBURG HIGH SCHOOL AT ALL TIMES. Student spectators are expected to sit and watch during activities. Attendance privileges will be suspended if this rule is not followed.

Failure to follow these expectations will result in one or more of the following disciplinary actions:

1. Warning
2. Short term removal from class
3. Loss of class credit
4. Loss of extra-curricular privileges
5. Loss of driving privileges

6. Repayment for damages
7. FND (Friday Night Detention)
8. ISS (In-School Suspension)
9. OSS (Out-Of-School Suspension)
10. Parent Notification

Newburg High School Discipline Code

Possessing, using, or attending school under the influence of alcohol or illegal drugs

1st Offense—up to 90 day suspension

- The principal or designated individual will notify the parent(s) in writing and/or verbally to explain the incident and arrange a conference.
- The principal or designated individual will notify the school nurse and the appropriate counselor. If the student (and/or parent) agrees to a professional evaluation, a minimum suspension of 5 days will be imposed. After the 5 day suspension, once the principal has received written verification that the evaluation has taken place, the student may return to school. If the parent(s) or guardian(s) fail to arrange a professional evaluation, the 90 day suspension will be carried out.
- The principal or designated individual will contact law enforcement officials if necessary.

2nd Offense – 90 day suspension

3rd Offense – expulsion, maximum penalty

Supplying, distributing, or selling alcohol or illegal drugs

1st Offense – expulsion, maximum penalty

Assault on Fellow Students. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, including fighting

1st Offense—up to 10 day suspension

2nd Offense—up to 90 day suspension

3rd Offense—up to expulsion by the board

Fighting, in which both parties have contributed to the conflict either verbally or by physical action

1st Offense – up to 3 day suspension/reported to law enforcement

2nd Offense – up to 5 day suspension/reported to law enforcement

3rd Offense – up to 10 day suspension/reported to law enforcement

- Attempting to kill or cause serious physical injury
1st Offense – expulsion, reported to law enforcement

- Bus Misconduct—Any violation of conduct which occurs on school provided transportation

1st Offense—1-4 hours FND

2nd Offense— 3 days suspension from bus

Subsequent Offense—5 days suspension from bus

- Careless Driving—On or around school property, including but not limited to: speeding, spinning tires, excessive noise, and reckless driving

1st Offense— 1-3 days loss of driving privileges

2nd Offense—5 days loss of driving privileges

Subsequent Offense—10 days loss of driving privileges

- Cheating—Academic dishonesty in completing assignments, copying from other students, plagiarism, and/or falsifying or altering records

1st Offense—Zero on the assignment, parent contacted

2nd Offense—Zero on the assignment, 1-4 hours FND, parent contacted

Subsequent Offense—Zero on the assignment, 4 hours FND, parent contacted

- Computer Use Violation—Unacceptable use of school computers, viewing of unauthorized web pages, computer use not related to educational purposes will be at the discretion of the supervising teacher; this includes Facebook, YouTube, online games, and other similar sites. All students and parents must sign the Acceptable Use Policy to be allowed access to the computers.

1st Offense—Parental Contact/1-2 hours FND

2nd Offense—1-4 hours FND, may lose computer privileges for 1 week

3rd Offense—4 hours FND, may lose computer privileges for 2 weeks

Subsequent Offense—4 hours FND, may lose computer privileges for the remainder of the school year

- Dishonesty- failure to tell the truth

1st Offense—Principal/student conferences, 1-4 hours FND

2nd Offense—Principal/Student/Parent Contact, 4 hours FND

Subsequent Offense - Principal/Student/Parent Contact, 4 hours FND

- Displacement of student- Student is at school but not in the proper location.

1st Offense—1-4 hours FND/Parent contacted

2nd Offense—1 day ISS/Parent contacted

Subsequent Offense – 3 days ISS/Parent contacted

- Disparaging or Demeaning Language (BULLYING and/or CYBER-BULLYING)—Use of words or actions, verbal, written, or symbolic, meant to harass or injure another person; e.g., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin

1st Offense—4 hours FND, parent contacted, law enforcement contacted

2nd Offense—1-10 days ISS, parent contacted, law enforcement contacted

Subsequent Offense—1-10 days OSS, parent contacted, law enforcement contacted

- Disrespectful or Disruptive Speech/Conduct—Conduct or verbal, written, or symbolic language which materially and substantially disrupts classroom work, school activities, or school functions, or which is inappropriate to public settings, or directed to staff.

1st Offense—1-4 hours FND/Parent Contact

2nd Offense—4 hours FND/Parent Contact

3rd Offense—1-3 days ISS/Parent Contact

Subsequent Offense—1-10 days ISS/Parent Contact

- Dress Code Violation—Failure to comply with student dress code

1st Offense—Warning, student will immediately comply with dress code

2nd Offense— Student will immediately comply with dress code, 4 hours FND, parents contacted

Subsequent Offense— Student will immediately comply with dress code, 1-3 days ISS, parent contacted

- Improper Display of Affection—Physical contact which is inappropriate for the school setting, such as embracing, kissing, or caressing another student. Hand holding is allowed.

1st Offense—Warning

2nd Offense—1-4 hours FND, parents contacted

Subsequent Offense—4 hours FND, parent contacted

- Inappropriate Behavior – Any behavior that is unsuitable or not appropriate in a school environment. Behavior that is disruptive to the instructional learning process.

1st Offense—1-4 hours FND

2nd Offense—4 hours FND/Parent Contacted

3rd Offense – 3 days ISS/Parent Contacted

- Insubordination—Willful failure to respond or carry out a reasonable directive by authorized school personnel, including failure to complete assignments and not being prepared for class.

1st Offense—1-4 hours FND

- Electronic Device Misuse - Failure to follow policy on usage, failure to follow teacher instruction, or use of device in a manner that is not for educational purpose

1st Offense—Device taken away/student may pick up device from Principal @ end of day

2nd Offense—Device taken away, parent pick up

Subsequent Offense – Device taken away, parent pick up and 4 hours FND

- Extortion/Threats

1st Offense—1-10 days OSS, reported to law enforcement, parents contacted

Subsequent Offense—1-180 days OSS, reported to law enforcement, possible expulsion, parents contacted

- Failure to Meet Detention

Any offense – 1 day ISS and detention served

- False Alarm—Tampering with emergency equipment, setting off alarms, making false reports

Consequence —1-10 days OSS, reported to law enforcement, parents contacted.

- Lunchroom Violation—Misconduct within the cafeteria or while entering/leaving the cafeteria, running, making a mess, butting in line, etc.

1st Offense – Student will be served last for the next 1-10 days

Subsequent Offense – Student will be served last for the next 1-10 days, 4 hours FND, parent contacted

- Physical Assault on a Staff Member—Felony offense

1st Offense—1-180 days OSS, expulsion, reported to law enforcement, parents contacted

Subsequent Offense—Expulsion, reported to law enforcement

- Profanity

1st Offense—Warning issued, 1-4 hours FND

2nd Offense—4 hours FND, parents contacted

Subsequent Offense— 1-3 days ISS, parents contacted.

- Sexually Inappropriate Behavior: Use of verbal, written, or symbolic language that is sexually harassing.

1st Offense—1-10 days ISS, reported to law enforcement, parents contacted

Subsequent Offense—1-10 OSS, possible expulsion, reported to law enforcement, parents contacted

- Physical contact that is sexually inappropriate

1st Offense—1-10 days OSS, reported to law enforcement, parent contacted.

Subsequent Offense—1-10 OSS, possible expulsion, reported to law enforcement, parents contacted

- Skipping Class

1st offense—4 hours FND/Parent contacted

2nd offense—1 day ISS, parent contacted

Subsequent Offense- 3 days ISS, parent contacted

- Tardy—Failure to be in the assigned classroom when the tardy bell begins to ring. Once the bell begins ringing, students are already tardy. There is no need to run through the hallway to try to beat the bell.

1st offense (8 accumulative tardies) — 2 hours FND/Parents contacted

2nd offense (16 accumulative tardies) – 3 hours FND/Parents contacted

3rd offense (24 accumulative tardies) – 4 hours FND/Parents contacted

- Theft—Taking or concealing the property of another without the owner’s consent. Includes theft, attempted theft, or willful possession of stolen property.

1st Offense—1-10 days ISS, 1-180 days OSS, reported to law enforcement, restitution, parents contacted

Subsequent Offense—1-180 days OSS, reported to law enforcement, parents contacted, possible expulsion

- Tobacco Products—Use and/or possession of tobacco products, smokeless tobacco products, and nicotine products (e.g., e-cigarettes/vape devices) on school grounds, transportation, or at any school activity.

1st Offense—2 days ISS/VAPE educate program completion/Parents contacted

2nd Offense—3 days ISS/Parents contacted

Subsequent Offense—5 days ISS/Parents contacted

- Truancy—Absence from school without knowledge and consent of parents/guardians and or the school administration. This includes leaving the building without permission.

1st Offense—4 FND, parents contacted

2nd Offense—1 day ISS, parents contacted

3rd Offense—3 days ISS, parents contacted

- Unauthorized Items at School—Students should not have items that act as potential disruptions to the educational process. Items or equipment which are disruptive include but are not limited to; radios, Laser Pointers, Mp3 players, video games, dice, playing cards, etc. Students who bring such items to school do so at their own risk, are responsible to secure the item from theft or loss and must make sure the item is not visible from 7:45 a.m.-3:30 p.m. The school will accept no responsibility for loss, or theft of property. No headphones or earbuds of any kind are allowed except in a computer lab setting where the teacher gives permission.

1st Offense—Object confiscated until the end of the day

2nd Offense—Object confiscated/must be claimed by a parent

- Vandalism—Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students

1st Offense—1-180 days OSS, reimbursement, reported to law enforcement, parents contacted

- Weapon—A weapon is defined as, a firearm (loaded or unloaded), or any device used as a weapon and capable of producing bodily harm or injury

- Firearm:

1st Offense—1-180 days OSS, reported to law enforcement, Parents contacted

- Weapon other than a firearm:

1st Offense—1-180 days OSS, reported to law enforcement, Parents contacted.

- Any student discipline problems that are not covered by the disciplinary code will be handled at the discretion of the principal. This handbook is a guide. The principal has the authority to tailor discipline to best fit the needs of students. Discretion may also be used in extreme cases of misconduct.

Reporting Requirements

Administrators are required by law to report certain felony offenses to law enforcement officials. Administrators are also required to report, on a need to know basis, acts of violence. The Safe

Schools Act of 1996 requires teachers, administrators, and law enforcement officials to respond to acts of violence.

Those reportable offenses include murder, kidnapping, assault, rape, sodomy, burglary, robbery, distribution of drugs, possession of drugs, arson, manslaughter, felonious restraint, property damage, weapons possession (including weapons carried in a weapons rack inside a vehicle).

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity, or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering upon another individual or group of individuals over a period of time.

Bullying occurs when a student:

- communicates with another by any means including telephone, writing, or via electronic communications, with intent to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Sexual Harassment

The school district is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct communication constituting sexual harassment. Sexual harassment against any person by an employee, student, or other person in the district is prohibited.

Allegation of sexual harassment will be investigated. If substantiated, corrective or disciplinary action shall be taken, up to and including suspension and/or expulsion of the student, or suspension and/or termination of the employee. All grievances shall be filed in accordance with board policy. Contact the building principal or the superintendent of schools.

Dress Code

Board Policy 2651: The BOE expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecast to disrupt, the learning environment is permitted.

Dress Code Expectations & Guidelines

1. Dress, personal appearance, and grooming must be clean and conform with appropriate health, safety, and sanitation standards.
2. Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the students or others.
3. All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
4. Metal or chain belts or swags, which are possible weapons, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets are prohibited.
5. Caps, hats, hoods, bandannas, or other types of headgear or sunglasses shall not be worn in any school facility during school hours. Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration.
6. Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco, and/or alcohol use shall not be worn.
7. Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
8. Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heel taps are not permitted.

9. Students shall not wear shorts that expose or reveal undergarments or shorts that expose buttocks.
10. Students shall not wear mesh or transparent shirts, or any shirt that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
11. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

Debts

Students owing more than \$15.00 will not be allowed to participate in extra-curricular activities or park on school grounds until the bill is paid.

Telephone

Telephone calls are to be limited to EMERGENCY calls only and are to be made from the principal’s office with office permission between classes or before and after school.

Rewards

There is an extending \$100.00 reward for information leading to the apprehension and conviction of anyone committing vandalism on school grounds or property.

EXTRA & CO-CURRICULAR

Athletics/Activities

In general, an extra-curricular activity is defined as an activity (a) which normally occurs outside regularly scheduled class time and (b) which does not result in academic credit for the student and does not affect the grade in any specific subject. Newburg High School offers the following extra-curricular activities:

- | | | |
|--------------------------------|---------------------------|--------------------|
| HS Basketball (boys and girls) | HS Softball (girls) | HS Baseball (boys) |
| JH Track (boys and girls) | HS Track (boys and girls) | Golf (Boys) |
| Cheerleading | FFA | Art Club |
| BETA Club | Student Council | |

Co-Curricular Activities are activities which complement the academic curriculum and often affect the grade in a particular subject area.

Examples of co-curricular activities would be performances in vocal music (chorus) and instrumental music (band).

Students must realize that when they participate in extra-curricular or co-curricular activities, they are representing the Newburg School and Community. This is a serious responsibility. Behavior which is damaging to the reputation of the school or community will meet with serious consequences. If the misconduct is serious enough, it could result in removal from the activity or program. Each extra-curricular and co-curricular activity has a set of rules which are tailored to that particular club or team. Parents and students should be aware of these rules and be willing to abide by them before engaging in the activity.

All students who wish to participate in any activity must be making satisfactory progress toward graduation, as determined by local school policies. Newburg Schools will use the MSHSAA Student Eligibility Standards as a guideline.

A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit and must have earned a minimum of 3.00 units of credit the preceding semester of attendance, or a student must be enrolled in a full course at his or her level in a state approved Special Education program, and that student must have made standard progress for his or her level the preceding semester.

A 7th or 8th grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any state approved public school Special Education program. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any student who fails more than one scheduled subject, or who fails to make standard progress in Special Education, SHALL BE INELIGIBLE THE FOLLOWING SEMESTER regardless of promotion to the higher grade.

In order to attend a school activity on a given night, a student must attend school on the day of the activity, except in extenuating circumstances when he/she has received prior approval from the principal. In addition, the day after a ball game, track meet, concert, etc., all participants are expected to be in school. Failure to attend school will result in the student being ineligible to compete or participate in the next scheduled event, except in extenuating circumstances which have been reviewed and approved by the principal.

Students who participate in the Back on Track (BoT) program from home are not held to the same standards of students who participate in the Newburg general education program at the school. Examples of which include, but are not limited to, the random drug-testing program sponsored by the Newburg R-2 School District. Therefore, any student who is participating in the

BoT program from home cannot participate in after school activities (i.e. dances, class trips, sporting events, etc.) or extra-curricular activities.

Physical Exams

MSHSAA member schools recently changed Bylaws 3.8.1 and 4.5.4 to allow a student's PPE (Preparticipation Physical Examination) Form to be valid for a two year period (730 days) from the date of which the physical examination was received.

Student Drug Testing Policy

Newburg R-II School District's sports/activities are designed to provide a positive, healthy, drug-free atmosphere for the student. For that reason, Newburg R-II School District has established a drug testing policy.

Student Drug Testing

Participation in extracurricular activities, as well as parking on campus, is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance enhancing drugs, and alcohol. The Newburg R-II Board of Education would like to give students another reason to say "no" to drugs. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are those activities regulated by the Missouri State High School Activities Association (MSHSAA) and parking on campus. Students using drugs are a danger to themselves, as well as other students. All students in the district who choose to participate in extracurricular and/or co- curricular MSHSAA activities or park on campus are entitled to do so in a drug-free environment. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

1st Offense – Exclusion from all covered activities for a minimum of 30 days and must pass a drug test administered by the district prior to participating in covered activities again.

2nd Offense – Exclusion from all covered activities for a minimum of 90 days and must pass a drug test administered by the district prior to participating in covered activities again.

3rd Offense – Excluded from all covered activities for the rest of the student's enrollment in the district.

The consequences will be reduced when the student participates in drug or alcohol counseling, and additional testing will be required. A positive test through this random testing program will

not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

As a condition of participating in extracurricular and/or co-curricular MSHSAA activities and/or parking on campus, students and their parents are consenting to random drug testing of the students as defined in this policy and administrative procedure.

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs. The student is encouraged to achieve academic success, become involved in a variety of sports, and be an ambassador of the school. It is fundamental that the student realizes that it is a privilege to represent his/her school and that he/she is expected to do his/her best to contribute to the success of the athletic program. Students are in the public eye, and their personal conduct always must be above reproach. They have an obligation to create a favorable image and gain the respect of teammates, the student body, and the community.

Class Officers, Club Organizations, and King and Queen Candidates

The above listed must have a C average or better and be approved by the school administration as good citizens.

Each class will elect three class officers:

- President—automatic Student Council member (conducts class meetings)
- Vice-President (conducts meetings in President's absence)
- Secretary (keeps minutes of class meetings)

Club trips and class trips will not be allowed on school days unless approved by the principal. The sponsor must place group meetings on the calendar; group meetings are discouraged during class time. It is the responsibility of the student to make arrangements with his/her classes prior to attending any trip or activity. This includes all extra- curricular and co-curricular activities.

Student Council

Student Council shall consist of high school grades 9, 10, 11, and 12.

The elected class presidents will be considered members of the student council.

There shall be three additional class representatives elected from each grade.

Each representative or elected position must have a C average in grades the previous semester. Student body president and president elect shall be elected by the student body in grades 9, 10, 11, and 12.

Student body president and president elect candidates shall submit the proper petition to the office at the announced deadline date. The proper petition form will be available from the Principal's office.

Any elected representative of a class for any purpose shall have a C average for the previous semester.

Events/Dances

During the school year, several classes and organizations will sponsor dances, parties, and other social activities. The following rules will prevail at these activities.

- Anyone leaving the building or defined area of the activity will not be permitted to return.
- Anyone not at the event within an hour of the start time will not be permitted to enter unless prior arrangements have been made with sponsors.
- All events will end by 11:00 p.m., unless special permission is received.
- Any students that have dropped out will not be allowed to attend.
- In order to attend any party or dance activity, students must meet an eligibility requirement of having no failing grades. Grades will be checked for dances one week prior to the dance. There will be no opportunity to bring this grade up for the dance once the grade has been checked. The administration will be looking at the current semester grade. (This includes Homecoming and Prom.)
- Before the principal places an activity on the calendar, he must have the following information:
 - the name of the group or class
 - the type of activity
 - names of teachers or board members who will be present
 - NAMES OF THOSE WHO WILL CLEAN UP AFTER THE EVENT
- Each class or organization will be permitted one activity each semester.
- Each of the four high school classes, plus Yearbook and the FBLA and FCCLA chapters may have an all-school dance as one of their two social functions.
- Additions or subtractions to the above rules may be made during the year through class representatives or the Student Council.
- All school dances will have an out-of-school guest list in the office for dates of students who do not attend Newburg. The list will be in the principal's office one week prior to the

dance and will be closed at noon the day of the event (Friday at noon if the dance is on Saturday). Some dances may not permit out-of-school dates.

- The Junior-Senior Prom will be restricted to juniors, seniors, and approved guests. Rules for events as stated in the student handbook also apply. *NOTE: All outside dates MUST be signed up within the approved deadline stated by the organization's sponsors. Attendees must meet the deadline with all paperwork and fees as they apply.

Protests

Students participating in protests during the school day will receive an unexcused absence. Participants will not be able to participate in extracurricular activities on the day of the absence. Protest activities will not disrupt the instructional learning process.

Activity Fees

Each class or organization shall set dues or fees. Only those students who keep their dues or fees paid currently shall be permitted to participate in activities. Dues cannot be refunded.

Honor Roll and the National Beta Club

A 3.50 GPA is required for the Honor Roll and for being considered for admission into the National Beta Club.

HEALTH SERVICES

Health Program

Upon the registration and entrance of your child into our school, our school nurse will initiate his/her health record, which includes a record of the child's immunizations.

Immunizations are compulsory, according to Missouri School Law (167.181) which states "It is unlawful for any student to attend school unless he has been immunized as required under the rules and regulations of the department of health and senior services," and "this section shall not apply to any child if one parent or guardian objects in writing to his school administrator against the immunization of the child, because of religious beliefs or medical contraindications."

We have a full time school nurse whose duties include the daily routine of administering first aid and counseling with parents regarding health records, etc. We ask your full cooperation in providing us with your child's health and immunization records.

New Immunization Requirements

Since the 1994-1995 school year, Missouri State Statutes for immunization requirements for school attendance will allow no grace period.

All immunization requirements must have been accomplished and records of verification must be in the school files or the student will not be allowed to attend class the first day of school and until these requirements are met.

If you have questions regarding the above, please feel free to contact the school nurse or your child's principal.

Medication Policy for Newburg R-II Schools (Regulation 2870)

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at administration of such medication by school staff. All medication, prescription or over-the-counter, must be in a pharmacy- or manufacturer-labeled

container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

(see Form 2870.1)

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Self-Administration of Medication

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing “rescue” medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of the Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

- A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
- The student has demonstrated to the student’s licensed physician or designee and the school nurse the skill level necessary to use the medications and any device necessary to administer such medications;
- The student’s physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
- The student’s parent/guardian has completed and submitted to the school the student’s treatment plan and liability statement.
- The student’s parent/guardian has signed a statement acknowledging that the District and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff.

(see Form 2870.1)

Communicable Diseases

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the Board or its designee has determined, based upon medical evidence that the student is no longer afflicted with a chronic infectious disease or poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

Students with a contagious infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause of disciplinary action.

LIBRARY/MEDIA SERVICES/COMPUTER LAB

Library Rules

Anything taken from the library area must be checked out with the librarian. Books are checked out for two-week periods; they may be rechecked after that period. Students who are dismissed from the library/computer lab will have limited access until such time that the librarian or teacher grants full access. They may only use the library/computer lab while under the direct supervision of a regular classroom teacher. Students will have a specific purpose for being in the library/computer lab which will be stamped in the handbook by the classroom teacher.

Report cards will be held at the end of the quarter if overdue books are not returned and fines paid. Any student whose report card is held for the above reasons will lose his/her library privileges for the next quarter.

Students must go directly to the library/computer lab and return directly to class. They are not to go to any other part of the building, including the restroom, etc.

The library is to be a quiet place to work at all times. Students who are disruptive will be asked to go back to class.

Computers are to be used for school work only.

No student may be in the library or computer lab without supervision.

The students' cooperation is greatly appreciated in following the above rules.

The library/computer lab can be, and should be, a valuable tool in educational advancement.

FOOD SERVICES

School Breakfast and Lunch Program

Each student will have a code. When the code is entered, it will subtract the amount of the meal from the student's account; each breakfast is \$1.45, each lunch is \$2.45, and milk is \$0.35. A warning will be given when \$3.75 is left in the student's account. The maximum that may be charged is \$10.00. Please make your lunch money payments at the principal's office. This money will be credited to the student's account to be debited as the student purchases breakfast, lunch, or extra portions in the lunch line. The reduced prices are \$0.40 for lunch and \$0.30 for breakfast. **STUDENTS WILL NOT BE ALLOWED TO BORROW CARDS FROM ANOTHER STUDENT.**

Lunchroom

Students in grades 9-12 shall be offered, but not required to take, food items they do not intend to eat. However, the law requires they must select at least three items and pay the full meal price. Milk may be one of the excluded items. Glass containers are not allowed in the cafeteria and will be confiscated if they appear.

Students may not leave campus during lunch. We have a **CLOSED LUNCH**. Parents may bring their child lunch but will not be allowed to bring food in for other students.

TRANSPORTATION

Vocational Students Riding To Waynesville Career Center

Area vocational students will ride the bus to the vocational school and back unless picked up at the vocational school by a parent, and then only if permission is requested from the principal in advance.

VOCATIONAL STUDENTS WILL NOT BE ALLOWED TO DRIVE THEIR OWN VEHICLES TO VOCATIONAL SCHOOL WITHOUT A COMPLETED, APPROVED DRIVING PERMIT FROM WAYNESVILLE CAREER CENTER.

Student School Bus Rules

- While the bus is in motion, **ALL** students must be seated and facing forward.
- Students must **NEVER** extend their head, hands or arms through the window or into the aisle.
- Students who cross the road must cross in front of the bus and **SHALL NOT DO SO**

UNTIL SIGNALLED BY THE DRIVER.

- Students are prohibited from propelling (throwing, spitting, shooting) any object while on the bus.
- NO food, drink or gum chewing on the bus unless the student is bringing their lunch or meal for school activities. (Not to be consumed on the bus).
- Students are not to trip or impede the progress of students who are loading or unloading.
- NO loud, distracting, profane or disrespectful language or actions toward fellow students or drivers.
- NO possession or use of tobacco products, drugs, drug paraphernalia, alcohol or weapons.
- Students should keep their hands to themselves (NO hitting, kicking, poking, pulling hair or grabbing).
- Bus drivers have the same authority / responsibility as teachers in the classroom.
- When possible, students are to notify the driver when they do not plan to ride the bus.
- Students shall disembark only at school and must remain on school premises upon arrival. Students may ride another bus only with a note from home verified by the principal's office.
- ALL students will have a seating assignment - NO switching without driver approval. Bus interiors that are damaged are the responsibility of the students assigned to that particular seat.
- The use of perfume, hand lotion, hair spray, etc. is prohibited on the bus due to the distraction and damage to property these products cause.

Students who violate rules on the school bus will be given a rule violation slip to be signed by the driver, parent, and principal. The rule violation slip will have to be signed by those involved in order for the student to get back on the bus.

Students who receive 3 violations may be suspended from riding the bus for 3 days. Each subsequent violation may result in a 3 day suspension from riding the bus. Upon receiving the 5th violation a student could be suspended from riding the bus for the remainder of the school year. Depending on the seriousness of the offense, a student could be suspended from riding the bus on the first violation.

Driving Cars

Students driving cars will park on the school grounds and in the designated parking spot and will not re-enter cars until the end of the school day. This policy is effective as soon as the car enters the school parking area in the morning. Students are asked not to park in teacher designated areas. Students who arrive in vehicles must immediately enter the building. Parking spots and permits can be acquired in the high school office. All vehicles should be registered in the office

prior to being parked on school property. Parking on school property is a privilege that can be revoked. The school has the right to search vehicles when there is reasonable suspicion of wrongdoing.

Driving to school is also a privilege that can be taken away at any time. Failure to follow school rules can result in loss of driving privileges.

PERSONAL WIRELESS ELECTRONIC DEVICE POLICY

General Guidelines

The Newburg R-II School District recognizes the value technology devices add to the educational experience of all students as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices including laptops, netbooks, and other approved devices are permitted for students and staff. Cell phones may not be seen or heard in classrooms unless approved by the teacher. Phones should be out of sight, out of sound.

Such possession or use of these personal wireless devices may not, in any way,

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve in illegal or prohibited conduct of any kind

In addition, students shall not be allowed any personal use during class time.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the Newburg R-II School District applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the Newburg R-II School District. Possession or use of any personal wireless devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

Access and Appropriate Use

Access is for educational purposes only. The user experience will vary depending on the device used. Use of personal wireless devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their personal wireless device has virus protection and free of any viruses or other files that may affect the district network.

Terms of Service

The Newburg R-II School District is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Newburg R-II School District also does not guarantee that all areas of the district have wireless coverage. Use of the wireless network is entirely at the risk of the user, and the Newburg R-II School District is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection.

Safety and Security

Students who bring in electronic wireless devices do so at their own risk. The Newburg R-II School District shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker.

The Newburg R-II School District does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

Consequences of Inappropriate Use

Loss of access to personal wireless devices can occur if the district becomes concerned about its appropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District network.

When the devices are used on school property, they will be treated as school property. The district may examine the personal electronic devices and search their contents if there is reason to believe that school policies, rules or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others. Permission for student use of personal wireless devices is allowed after the Acceptable Use Policy agreement is signed by the student and a parent/guardian.

POLICIES/LAWS

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The Superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records, and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the Superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The Superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- High school and vocational school students -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight

and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the Superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Student Records Definitions

For the purposes of this procedure, the following terms are defined:

Student -- Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Eligible Student -- A student or former student who has reached age 18 or is attending a post-secondary school.

Parent -- A biological or adoptive parent of a student, a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records -- Any record (in handwriting, print, tapes, film, computer or other medium) maintained by the school district or an agent of the district that contains information directly related to a student, including student health records, except:

- Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the school district law enforcement unit for law enforcement purposes.
- An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.
- Alumni records that contain information about a student after he or she is no longer in attendance at the district and that do not relate to the person as a student.

Directory Information -- Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.

Health Records -- Any record relating to a student's health or disability including, but not limited to, doctor's orders, doctor's notes, medical evaluations, medical diagnoses, information regarding medications, 504 plans, Individualized Education Programs (IEP) and Individualized Health

Plans (IHP). A health record is a type of education record.

School Official -- A person who has a legitimate educational interest and who meets one (1) of the following criteria:

- A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.
- A person elected to the School Board.
- A person paid by the district to perform a special task, such as an attorney, auditor, medical consultant or therapist.
- A person who is employed by the school district's law enforcement unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- A screened volunteer, as defined in administrative procedures, who has authorization from the district and is working under the direct supervision of a staff member.

Legitimate Educational Interest -- A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education in accordance with the school official's position.
- Performing a task related to the discipline of a student in accordance with the school official's position.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.
- Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Education Records

General

- Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State.
- Teacher and staff comments on education records will be professional and for the limited purpose of serving the student.
- Parents and/or students may refuse to disclose a student's social security number to the district unless required by law.
- Pursuant to state law, the permanent record of a student reading below the fifth-grade reading level at the end of his or her sixth-grade year shall carry a notation advising that

such student has not met minimal reading standards. The notation shall stay on the student's record until such time as the district determines that the student has met minimal reading standards.

- It is the responsibility of the principal and the professional staff of the school to see that such records are kept secure, confidential and are utilized in accordance with the law.

Review of Education Records by Parents or Eligible Students

- Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.
- The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three (3) business days. However, the period for document production may exceed three (3) days for reasonable cause. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.
- If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

Transfer of Education Records

- The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.
- Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in

§167.115.1, RSMo., and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

Annual Notification of Rights to Parents and Students

- The district shall annually notify parents of students currently in attendance or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year.
- The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the directory information the district will release without written permission.
- The district may notify parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request that the district not release this information, and the district will comply with the request.
- The district will notify parents at least annually of its policy on the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure or use. Parents will be directly notified annually at the beginning of the school year of the specific or approximate dates during the school year when such collection, disclosure or use of personal information is scheduled or expected to be scheduled. The district will also offer an opportunity for the parent or eligible student to opt the student out of participation in any such activity.

Annual Notification of Directory Information

- The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten (10) school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as directory information without the parent or eligible student's prior written consent including in print and electronic publications of the school district.
- Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

Release of Education Records

- Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student. By exception, the district may disclose education record information without consent when the disclosure is:
 - To school officials who have a legitimate educational interest in the records.
 - To officials of another school, upon request, in which a student seeks or intends to enroll.
 - Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent.
 - To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, the district will honor a request from a secondary school student or his or her parent not to release the information.
 - To authorized representatives of state and local educational authorities.
 - To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).
 - To accrediting organizations to carry out their accrediting functions.
 - To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 - To parents of a student who is not an eligible student or to the student.
 - To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
 - In connection with a student's request for or receipt of financial aid to determine the eligibility amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
 - To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of

- or compliance with federal legal requirements relating to these programs.
- o To appropriate parties in a health or safety emergency.
- o To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99 or other applicable laws.

The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student. This paragraph does not apply if the request was from or the disclosure was to:

- The parent or eligible student.
- School officials within the district who have a legitimate educational interest in the student's educational records.
- A party with written consent from the parent or eligible student.
- A party seeking directory information.
- A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- The district may charge a fee for copies of student education records, unless the charge effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The fee will not exceed the amount authorized under the Missouri Sunshine Law.

Appeals Procedures

- Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:
 - o Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
 - o The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is

- inaccurate, misleading or in violation of the student's privacy rights.
- o Upon request, the school district will hold a hearing within a reasonable time after the request is received.
 - o The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
 - o The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one (1) or more individuals of their choice, including an attorney.
 - o The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - o If the school district decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.
 - o If the school district decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
 - o The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.