

Newburg R-II Schools



Student Handbook

2023-2024

Home of the Wolves

Board Reviewed: 07/20/2023

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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.

Parents, students, and faculty members are responsible for reading and understanding the rules and regulations set forth in this handbook, which are taken from school policy and state law.

Teachers are responsible for students understanding the rules and regulations in this handbook and are to remind a student of them before sending him/her to the office.

Newburg R-II Schools

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

Superintendent	Ext. 1001
High School Principal	Ext. 4001
Elementary Principal	Ext. 2001
Central Office	Ext. 1002
Bookkeeper	Ext. 1003
High School Office	Ext. 4002
Elementary Office	Ext. 2002
High School Counselor	Ext. 4003
Elementary Counselor	Ext. 2908
Special Education Director	Ext. 4801
Athletic Director	Ext. 4504
Nurse	Ext. 3601

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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

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 be anywhere else in the building unsupervised.

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 4:15 p.m., unless participating in an extra and co-curricular activity or tutoring and supervised by a staff member.

Teachers will dismiss bus students to the rear doors of the building when the dismissal bell rings. All elementary students who are not riding the bus will be taken to the library. If they are being picked up by a parent/guardian, they will be taken out to the parent pickup line when it is their turn. If they are walking with an older sibling, the older student can pick them up from the library. *We ask all parents to remain in their cars in the parent pickup line and pull forward when signaled by a staff member.* Students who are walking home will exit from the cafeteria doors.

If someone other than the parent/guardian is to pick up a child, the parent/guardian must call the office with the information or send a note to school with the student. No student will be allowed to leave school with anyone, other than a parent/guardian, without proper notification.

Please inform the school of any changes to the routine schedule **before 3:00 p.m.** by contacting the appropriate office. Any student going home with a friend will need to bring a permission note from home. Also, a note from the home of the friend must be sent to school.

Parents/guardians needing to pick up their children before the end of the school day must go to the office and sign out their students. A staff member will bring the student to the appropriate office. Students will not be signed out after 3:40 p.m., at that time, parents will need to pick up their student in the car line after the dismissal bell rings.

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.

Conferences

Conferences will be held in the 1st and 3rd quarters. We believe such conferences are vital for students to achieve at their highest possible level. Teachers are available to schedule specific conference times as needed.

Parent Teacher Organization (PTO)

The PTO is a local, self-governing unit. It promotes collaboration between the school and the community by planning programs and activities to meet the needs of children and youth in the community. As a PTO, your group is part of a larger community working on behalf of children advocating for health, welfare, education and the protection of children at every level of government. The Newburg PTO provides fun activities for kids at the school outside the classroom setting, and the way they do it is through membership fees, volunteers and businesses in the community.

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 enter campus and sign-in at the appropriate office upon arrival. All visitors must comply with school regulations.

School Closings

KZNN, KFLW, KJEL radio stations and KY3, KOLR10, KRCG TV stations will be notified by 6:30 a.m. when school will be closed. Additionally, Parents are strongly encouraged to maintain current contact information through the appropriate office in order to receive text, voice, email and Infinite Campus updates as well as Class Dojo.

If school is dismissed early due to inclement weather, parents will be notified with the Infinite Campus: text, voice and email communications. *Please do not call the office to ask if school is canceled or will dismiss early. Once that decision is made, the notifications will be sent out.* ONLY call the office after you have received notification if your child is to go somewhere different from where they usually go.

Attendance Policy

Procedures

This policy pertains to all students enrolled in Newburg R-II Schools, except those students with an active federally required Individualized Educational Plan (IEP) or 504 plan who are exempted in the IEP/504.

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 R-II Schools, and to encourage students to assume responsibility for their conduct.

Exemplary Attendance

Students who exceed 95% attendance in a semester will be invited to participate in a Wolf Rewards field trip. Exemplary attendance does not ensure credit in a class. Each student is

responsible for fulfilling the academic requirements for earning credit. Students are encouraged to use Mondays for appointments and other routine events to avoid absence from school.

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 (573-762-9653). If the appropriate 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 in the appropriate office. Students are encouraged to use Mondays for appointments to avoid absence from school.
- If it is impossible to call, the parents must send a note or an email explaining the absence giving names and dates. The student must present the note to the appropriate office secretary and obtain an admission slip.
- If there is no parental contact within two days of the absence, the absence will be considered truancy.

Excessive Absences

Students will be permitted a maximum of seven (7) absences per class per semester. Days of out of school suspension (OSS) are considered imposed absences and do not accrue toward the seven (7) day absence limit. However, students will not be allowed to make up the missed coursework while serving OSS time. Students in 8th grade and below, with absences exceeding seven (7) days will be assigned Monday School (MS), or detention as an attendance consequence. Students in grades 9-12 will have to submit an appeal to request reinstatement of their credits.

When a high school student (grades 9-12) has accrued eight (8) absences in a class during the semester, the student will automatically forfeit credit for that class. Please note: 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.

The school will notify the parent or guardian, via postal mail, that the high school student has accrued eight (8) absences and has forfeited credit for the class. The school can also notify law enforcement as required.

When students are absent ten (10) consecutive school days with no school contact, they will be dropped from school rosters and no longer considered a student of the Newburg R-II School District.

Homebound

Any time a student anticipates missing more than three (3) consecutive school days for an illness or medical reason, the parent or guardian should notify the appropriate office. Absences due to hospitalization, prolonged illness, or other chronic medical conditions may provide the

basis for a Homebound placement. All such conditions should be verified in writing by a physician.

Exceptions

Students participating in approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absent. Therefore these days would not be counted against their attendance. All other absences will be considered unexcused.

Notice and Make-up Work

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

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 their teacher(s).

Anticipated Absences/Family Trips

When absences are anticipated, such as family trips, the student or parent/guardian is to contact the student's teachers so that the student may make arrangements to complete work that will be missed. It is the student's parent/guardian's responsibility to inform the teacher that they will be absent and to request any and all make-up work. Teachers shall be given four (4) school days advance notice to prepare the student's work. These days do count as unexcused 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 VISIT FORM IN THE GUIDANCE OFFICE BEFORE MAKING THE COLLEGE VISIT. These days do count as absences. Students are encouraged to use Mondays to avoid unexcused absence from school.

Appeal Process

The parent or guardian of a High School student (Grades 9-12) 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 notice of the accrual of the eighth absence was mailed out.

The appeal may be submitted in written, typed, or email format that provides the following information:

- Preferred date of Appeal’s meeting (Parent/Guardian & Student can attend)
- A complete explanation of the reason(s) why the appeal should be granted
- Any appropriate documentation for the missed school days.
- Signature and date of the Parent/Guardian.

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

Bell Schedules

High School	
School opens	7:30 a.m.
First Bell	7:55 a.m.
1st hour	7:55 a.m. – 8:45 a.m.
2nd hour	8:49 a.m. – 9:39 a.m.
3rd hour	9:43 a.m. – 10:33 a.m.
4th hour	10:37 a.m. – 11:27 p.m.
Wolf Time	11:27 p.m.- 11:52 p.m.
Lunch	11:52 p.m. – 12:17 p.m.
5th hour	12:21 p.m. – 1:11 p.m.
6th hour	1:15 p.m. - 2:05 p.m.
7th hour	2:09 p.m. – 2:59 p.m.
8th hour	3:03 p.m. – 3:53 p.m.

Junior High	
School opens	7:30 a.m.
First Bell	7:55 a.m.
1st hour	7:55 a.m. – 8:45 a.m.
2nd hour	8:49 a.m. – 9:39 a.m.
3rd hour	9:43 a.m. – 10:33 a.m.
4th hour	10:37 a.m. – 11:27 p.m.
Lunch	11:27 p.m.- 11:52 p.m.
Wolf Time	11:52 p.m. – 12:17 p.m.
5th hour	12:21 p.m. – 1:11 p.m.
6th hour	1:15 p.m. - 2:05 p.m.
7th hour	2:09 p.m. – 2:59 p.m.
8th hour	3:03 p.m. – 3:53 p.m.

School Counseling Program

[Link to School Counseling Program](#)

Library

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 will have limited access until such time that the librarian or teacher grants full access. They may only use the library while under the direct supervision of a regular classroom teacher. Students will have a specific purpose for being in the library. *Any student whose report card is held for the above reasons will lose his/her library privileges for the next quarter.*

[Link to Library Information](#)

School Breakfast and Lunch Program

Nationwide Waiver to Allow the Seamless Summer Option through School Year 2022-2023.

Each student will have a Lunch Card with a unique code. When the code is scanned/entered, it will subtract the amount of the meal from the student's account; each breakfast is \$1.55, K-6 lunch is \$2.30, 7-12 lunch is \$2.55, and milk is \$0.40. For students who qualify for reduced pricing for meals their accounts will be subtracted; each breakfast is \$0.30, K-6 lunch is \$0.40, 7-12 lunch is \$0.40, and milk is \$0.40. 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 in the elementary 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.**

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.

Students may not leave campus during lunch. We have a CLOSED LUNCH. Food delivery services (Uber, DoorDash, etc.) will not be received during the regular school day. Any student who receives a delivery such as this, from either a parent or other means will be allowed to eat the meal in the office only during the appropriate lunch time. Glass containers are not allowed in the cafeteria and will be confiscated if they appear.

Transportation

Administrative Procedural Amendment to District School Bus Safety, Policy 5220

For Purposes of Safety and Efficiency

This administrative procedure is in regard to pupils who board or get off the bus at a bus stop not directly in front of their house, such as at the end of a long lane or designated bus stop on a county road or highway.

Unless notified by parents or guardians in writing, pupils must be met at the bus stop by a parent, guardian or a responsible individual appointed by the parent/guardian.

When no one is at the bus stop to take charge of bus riders, those pupils will complete the route with the bus driver and will be returned to the school. There they can be picked up by the parents at the elementary office.

Student Drivers

Students driving vehicles will park on the school grounds and in the designated parking lot(s) 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 and are not permitted to park in front of the district on Wolf Pride Drive. Students who arrive in vehicles must immediately enter the building. Parking spots and driving applications/permits can be acquired in the high school office. All vehicles should be registered in the office prior to being parked on school property. Any vehicle with visible language or images deemed as inappropriate by a principal shall be denied access to school property. 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.*

Student Transportation to Vocational School(s)

All vocational school(s) students are required to ride the bus to and from the vocational school(s). If a student misses the vocational bus, the student is to report immediately to the office and the absence from vocational school(s) will be unexcused. A vocational school(s) student is NEVER to drive or ride to vocational school(s) without prior approval of vocational school(s), parents, and the high school principal. 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. Good attendance is essential to continued enrollment at the vocational school. There can be no exceptions to this procedure.

School Health Program (School Nurse)

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 for your full cooperation in providing us with your child's health and immunization records.

[Link to School Health Program \(School Nurse\)](#)

ACADEMICS

Schedules and Schedule Changes

Students will be allowed to change their schedule during the first three days of the 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 either semester. All schedule changes will require permission from the parents, teachers, counselor, and principal.

Method of Determining Grades

When calculating semester grades, a percentage of total possible points should be used to determine the semester grade. All classes taken on Newburg R-II School District Campus will count for completion of graduation requirements and will be included in the GPA calculations. These classes include traditionally seated, credit recovery, alternative placement, summer school, Dual Credit, and Vocational classes that Newburg R-II School District pays the tuition for. The exception is any Dual Enrollment classes. These classes may be counted towards graduation requirements, but will not count towards the student's GPA calculation.

Grading System:

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97 - 100	4.0/4.0
A	93 - 96	3.67/4.0
A-	90 - 92	3.33/4.0
B+	87 - 89	3.0/3.6
B	83 - 86	2.67/3.3
B-	80 - 82	2.33/3.0
C+	77 - 79	2.0/2.60
C	73 - 76	1.67/2.3
C-	70 - 72	1.33/2.0
D+	67 - 69	1.0/1.6
D	63 - 66	0.67/1.3
D-	60 - 62	.33/1.0
F	Below 60	0/0

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).

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 receive their diploma.

Student Classification

Student's classification only changes in August, if credits earned from September and May students remain lower classification.

- Freshman: 0 - 6.5 credits
- Sophomore: 7 to 13.5 Credits
- Junior: 14 to 20.5 credits
- Senior: 21 or more credits

Graduation Credit Requirements (Policy 2525)

The graduation requirements set out in this policy will apply to all classes from 2027 and after. The minimum graduation requirements effective for the Class of 2024 are as follows:

General Requirements:

Communication Arts	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health Education	½ credit
Personal Finance	½ credit
Electives	11 credits
Total	28 credits

Honors Requirements:

Communications Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health Education	½ credit
Personal Finance	½ credit
Electives	7 credits
Foreign Language	2 credits
Total	28 credits

Transfer students will have their credit requirements adjusted based on the year they enter Newburg High School. A student transferring in from another school that awards more or less than four (4.0) 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

Awarding of Credits

Credits are awarded at the end of each semester for students attending Newburg High School. This is based upon successful completion of courses offered as well as meeting attendance requirements. Credits will also be accepted from other accredited institutions. Newburg High School offers eight (8) half (0.5) credit courses per semester.

Class Rank

Class rank will be determined by the highest cumulative GPA.

Honor Graduates

To encourage upper level Math, Science, and Foreign Language students will be given **honor chords at graduation** for obtaining additional core credits of 4 math, 4 science, and 2 foreign language with a GPA of 3.75 or higher.

Academic Lettering

Through the years the award held in highest esteem by high school students is the school letter. One of the most important accomplishments a student can make is in the area of academic excellence. In an effort to recognize this accomplishment, academic letters are presented in the spring of the school year to each student who meets the following criteria:

- All students must maintain a 3.75 cumulative grade point average.
- A minimum of two core classes must be taken each semester to receive this award.

Finals

At the end of each semester, students will be provided with a final test for each course during the designated final testing periods. Students who satisfy attendance and academic criteria may be exempt from these finals with the approval of the class's teacher for students who meet the following criteria:

- Attendance must be 95% for the semester
- Students must have an A in the class.

College Readiness

School A+ 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:

[Link to School A+ Program](#)

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 of 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 five (5) credit college course will receive one (1) high school credit. 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 per semester.

A student must submit proof of course completion 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. All Dual Enrollment and Dual Credit tuition costs fall under the student/family responsibility.

- *Dual Credit coursework as defined by 6 CSR 10-2.195 means college level courses taught by high school instructors to high school students who are simultaneously earning both high school and college credit for these courses. Courses may also be administered online, or as hybrid courses.*
- *Dual Enrollment coursework as defined by 6 CSR 10-2.195 means college level courses taught by postsecondary faculty to high school students who are earning college credit, and may be earning high school credit, for these courses. Courses may take place on the college/university campus, through an online format, or on a high school campus. The dual enrollment credits earned at the institution of higher education may or may not be counted toward the student's high school diploma.*

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 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.
- 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 assignments in the class and the possible consequence of **Monday School (MS)** for insubordination to do class work. Insubordination is defined as: *"Willful failure to respond or carry out a reasonable directive by authorized school personnel."* A student doing his/her assignments is a reasonable request, and it is assigned for student success.

Monday School (for tutoring)

Students who continue to have late, missing or assignments completed below expectations, can be assigned Monday School (MS). Monday School hours will be from 8:00 a.m. until 12:00 p.m. Meals will not be served during Monday School. The student will be assigned a Monday with their tutor to complete or fix incomplete and/or missing assignments. Each session will be held in the media center or a teacher's classroom 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 assigned Monday School for failing grades may have several content area teachers available for tutoring. Transportation to and from Monday school is the responsibility of the student and parent/guardian. Students serving Monday School will not be allowed to attend any extra-curricular practice or event the day or night of their Monday School. If a student fails to report to their designated Monday School as directed or follow the expectations of their tutor, the tutoring session can be rescheduled, and he/she may receive one day of in school suspension (ISS) as well. If a student completes or corrects their assignments before their Monday School, they can be released from the requirement.

School FLEX Program (Work Study, Work Release, etc...)

Any student petitioning the administrative team to become a School FLEX Program student must do so in writing no less than 30 days before the applicable semester. The administrative team may determine a need for individual students at any time. In addition, the following guidelines shall apply:

- A student must be enrolled in two class periods of seated classes.
- The student must be in good academic standing and on pace to graduate.
- The reasons for becoming a School FLEX Program student must be perceived as appropriate by the Newburg R-II Administration.
- Working will be considered an appropriate reason to become a School FLEX Program student. Students must be employed at the time the semester begins.
- During the routine checks, if it appears that a student is in danger of not graduating on time, the student's School FLEX Program status will be nullified and the student will be dismissed from the School FLEX Program.
- Students must provide the HS Office with a copy of their regular (weekly/bi-weekly, etc.) pay stubs to prove employment.

Early Graduation

Graduation will be allowed any time after seven (7) 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 parents/guardian, and the school. Any student who graduates early will not be eligible to be the class' Valedictorian(s) or Salutatorian(s) nor will they be recognized as an Honors Graduate. Additionally, the student will not be allowed to take part in the graduation ceremony.

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 at the close of business on the last school day prior to the graduation ceremony. Any student not meeting these requirements on time will not be eligible to participate 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.

Report Cards

Report cards are continuously available via the Infinite Campus parent and student portals. Parents are welcome to access student grades at any time throughout the school year, and are encouraged to contact their students' teacher if they have any questions or concerns.

Vocational School(s)

A student may elect to attend the area vocational school, to receive hands-on training in a specific career field. For those students who attend the vocational school(s) it is and should be a decision 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 vocational school(s) represents an important investment by this school district on the student's behalf. Acceptance to vocational school(s) is based upon application to the program, local criteria, and a review of the student's school record.

Students wishing to attend the vocational school(s) must apply to a program, possibly interview, and understand the following Newburg High School criteria impacts the decision of acceptance/denial:

- Attendance

- Attitude
- Aptitude
- Grade Point Average
- Behavior/Discipline

Seniors who have successfully completed the first year of a two-year program will have priority to return if they continue to meet the above mentioned criteria.

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 vocational school(s), they must be able to complete the requirements for graduation.

Many times, Newburg High School will be in session when vocational school(s) are not, or vice versa. All vocational students are required to attend their scheduled classes at NHS even when vocational school(s) are not in session. However, when NHS is not in session except for Mondays, Newburg students will not be required to report to vocational school(s).

Back On Track (BoT)/ Credit Recovery

Back on Track Policy

The Back on Track (BoT) program is designed to assist students in meeting the graduation criteria in extreme instances. This alternative placement is self-contained to allow minimal distractions and permit a safe learning environment for student success. Students can remain in the BoT classroom for a semester or more as determined by the administration. The BoT teacher and the counselor work together to ensure students are enrolled in the classes needed to progress toward graduation.

Criteria for Evaluation for admittance into the BoT program.

Students are enrolled into the BoT program when they are in immediate danger of becoming a dropout, or they meet two of the following criteria:

- Student is or will be 16 years or older during the school year and two or more years behind their age group in the number of credits attained.
- Student is habitually truant and/or excessively absent.
- Student has been adjudicated delinquent.
- Student has been homeless or transient living for any length of time.
- Student has been suspended two or more times.
- Student has, or has had, a long-term illness causing them to fall behind.
- Student has been placed in an alternative education program during the preceding or current school year
- Any situation outside of school that has the potential to inhibit a student from keeping on pace to meet graduation requirements.

When a student finishes a credit they must stay in BoT until the semester ends and/or team permission is given to return to regular classes.

Just because a student meets some of this criteria doesn't automatically enroll them into the BoT program. It has to be determined that the met criteria is adversely impacting their education.

Credit Recovery

Students who fail to earn a passing grade for a needed class/credit for graduation requirements may be enrolled in an on-line credit recovery course. These students will be housed in the same alternative environment as the BoT students during the time scheduled for the on-line course.

STUDENT BEHAVIOR CODE

Newburg R-II Schools Discipline Policy

The Board of Education of the Newburg R-II District recognizes the importance of standards of discipline to the maintenance of an atmosphere where orderly learning is possible and encouraged. Toward that end, the following District Discipline policy is established.

1. Students in the Newburg R-II Schools shall conduct themselves in a manner conducive to a good learning environment and in a manner that exemplifies orderly and neighborly conduct.
 - a. Conduct themselves at all times in the manner of young ladies and young gentlemen, with respect for themselves and others.
 - b. Attend school regularly.
 - c. Be on time to school and class with all appropriate materials, remain attentive in class, display proper classroom and hall behavior, and remain in the class unless dismissed by the teacher.
 - d. Complete assignments to the best of their abilities.
 - e. Be courteous to teachers and fellow students.
 - f. No food or drink unless approved by the classroom teacher.
 - g. Refrain from using the teacher workroom without permission from the office.
 - h. Drive in a prudent and safe manner.
 - i. BE A GOOD SPORT AT ALL ACTIVITIES, HOME AND AWAY. REMEMBER, EACH STUDENT REPRESENTS NEWBURG SCHOOL'S AT ALL TIMES. *Student spectators are expected to sit and watch during activities. Attendance privileges will be suspended if this rule is not followed.*
2. All school district personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school on any property of the school, on a school bus going to or returning from school sponsored activities, or during intermission or recess period.
3. Students who fail to comply with these standards shall be subject to reprimand, and/or loss of privileges, and/or spanking, and/or temporary or permanent dismissal from school. Parents and guardians will be notified of major disciplinary action taken in regard to their children.
 - a. Warning

- b. Short term removal from class
 - c. Loss of class credit
 - d. Loss of extracurricular privileges
 - e. Loss of driving privileges
 - f. Repayment for damages
 - g. Lunch Detention (LD)
 - h. Monday School (MS)
 - i. Friday Night Detention (FND)
 - j. In-School Suspension (ISS)
 - k. Out-Of-School Suspension (OSS)
 - l. Parent Notification
4. Students with disabilities will be expected to adhere to the discipline policy. Exceptions shall be recorded in the student's individual education plan (IEP).
 5. Actions taken under paragraph 3 of this policy may be appealed first to the Principal, then to the Superintendent of Schools and finally to the Newburg R-II School Board of Education.

The district Discipline Policy established by the Newburg R-II Board of Education is general in nature due to:

1. The need for teachers, principals, and the superintendent to have latitude in all matters of discipline.
2. The developmental differences which exist between elementary school and high school students require disciplinary action unique to each level.

In order to provide some guidance for personnel responsible for administering the District Discipline Policy, the Board adopts the Newburg Schools Discipline Codes. No code can be expected to list every offense which may result in the use of disciplinary action. However, it is the purpose of these codes to list certain offenses, which if committed by a student, will result in the imposition of a penalty within the limits of the District Discipline Policy. Penalties are suggested in the codes for each offense, or repetition thereof, but imposition of penalty is at the discretion of the Building Principal.

Lunch Detention

Lunch Detention is a disciplinary measure served during lunch time where a student's social time is restricted.

- Students will be expected to retrieve their lunch (cafeteria or locker).
- Students will immediately report to the lunch detention room.
- Students will not be permitted to talk during lunch detention.
- If a student has lunch recess, they will walk the line for the duration of that lunch recess.

Friday Night Detention

Friday Night Detention (FND) will be held on the last day of the school week, unless specified ahead of time, between the hours of 4:00 p.m. and 8:00 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 must report to the detention room by 3:57 p.m. Students who are late will not be admitted. Students may not leave before 8:00 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, cell phones, personal electronic devices, food, or drink will be allowed.
- No visitors at any time.
- Students assigned FND will not be allowed to attend any extra-curricular practice or events the night of their detention.

Monday School (for discipline)

Students can be assigned Monday School (MS) for violations of the behavior code. Monday School hours will be from 8:00 a.m. until 12:00 p.m. Meals will not be served during Monday School. 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 MS. 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 must report to the detention room by 8:00 a.m. Students who are late will not be admitted. Students may not leave before 12:00 p.m., or the time at which the Monday School 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, cell phones, personal electronic devices, food, or drink will be allowed.
- No visitors at any time.
- Students assigned MS will not be allowed to attend any extra-curricular practice or events the day of their Monday School.

In School Suspension

- In-school suspension shall be served in the office under the supervision of the principal or in the designated ISS room under the supervision of a faculty member. The student shall have lunch and adequate restroom breaks.
- A student placed on in-school suspension shall be given assignments by the regular classroom teacher(s). A list of the assignments shall also be given to the principal.

- Grades earned during in-school suspension shall be used in computing quarterly averages.
- Students assigned ISS will not be allowed to attend any extra-curricular practice or events the night of their In-School Suspension.

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 out-of-school suspension has been fully served.

- Students serving OSS will not be allowed to make up any assignments for the duration of the suspension.
- Students serving OSS will receive no grades and no credit for the duration of suspension.
- Students attending the Vocational School(s) who are suspended at either Newburg or the Vocational School Campus will be suspended from both Schools.
- Days of OSS will not count against the student in regard to the attendance policy.
- Students assigned OSS will not be allowed to attend any extra-curricular practice or events during their Out-of School Suspension.

Suspensions – Principals may suspend any student not to exceed ten (10) consecutive school days. The Superintendent may suspend a student for ninety (90) days. Expulsion of students is a function only of the Board of Education.

During any suspension, Friday night detention, and Monday school the student may not attend any school functions at school, or away from school until the time of reinstatement.

School Wide Student Expectations

School Wide Rules

1. Follow authorized adult directions.
2. Walk quietly inside the building, to all classes, and buses.
3. Stay in assigned areas (example: never leave school grounds without permission.)
4. Use school equipment properly.
5. Fighting, pushing, shoving, cursing, biting, and name calling are prohibited.
6. Dangerous objects (example: knives) and/or objects used dangerously are prohibited.
7. Violations against public decency, using language or performing actions which can be construed as sexual harassment is prohibited.
8. Violations against bringing tobacco/cigarettes/lighters/vapes to school.

Playground Rules

1. No rock, gravel, sticks, etc. should be thrown on the playground.
2. Children are not to play around cars parked along the edge of the playground.
3. All pets MUST be left at home. A dog following a student to school makes a nuisance of himself and could cause a serious incident. Animal control will be called to pick up stray animals on school property.

4. Bicycles must be walked on school property *beginning at the Vocational building* and then placed in the rack.
5. Children are not to leave the playground without permission to retrieve balls or other playground equipment that has rolled across the street.
6. Elementary students usually do not have outside recess when the wind chill factor is 32 degrees or below. Individual teachers may take students out to recess when the wind chill factor is below 32 degrees for a shortened recess on a voluntary basis.
7. In cold weather, students in kindergarten through 3rd grade should wear coats, hats, and gloves. Coats, hats, and gloves are also recommended for 4th and 5th grade students.
8. Students who cannot be outside due to a health problem, must have a note from the parent.

Student School Bus Rules

1. While the bus is in motion, ALL students must be seated and facing forward.
2. Students must NEVER extend their head, hands or arms through the window or into the aisle.
3. Students who cross the road must cross in front of the bus and SHALL NOT DO SO UNTIL SIGNALLED BY THE DRIVER.
4. Students are prohibited from propelling (throwing, spitting, shooting) any object while on the bus.
5. 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).
6. Students are not to trip or impede the progress of students who are loading or unloading the school bus.
7. NO loud, distracting, profane or disrespectful language or actions toward fellow students or drivers.
8. NO possession or use of tobacco products, drugs, drug paraphernalia, alcohol or weapons.
9. Students should keep their hands to themselves (NO hitting, kicking, poking, pulling hair or grabbing).
10. Bus drivers have the same authority / responsibility as teachers in the classroom.
11. When possible, students are to notify the driver when they do not plan to ride the bus.
12. 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.
13. 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 seat.
14. 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.

Elementary Classroom Consequences for Breaking a Rule

- 1st Offense - Name written on the board as a warning.
- 2nd Offense - Check (/) placed behind name and assigned five laps at recess.

3rd Offense - Another check (/) and assigned ten laps at recess.

4th Offense - Another check (/) placed behind name and student can be referred to the principal.

After five (5) consecutive days of their name on the board regardless of the time of year, students will be disciplined by the principal.

Corporal Punishment

Newburg R-II School District is not in favor of paddling without due cause. According to Missouri School Law a teacher has the right to inflict corporal punishment upon a pupil if such punishment is necessary to maintain order and discipline in the school; such punishment must be reasonable and proper. It must not be excessive, cruel, unusual, or malicious. It must be administered for a salutary purpose to maintain the discipline and efficiency of the school. The Newburg R-II Administration shall have a written procedure concerning corporal punishment within the guidelines of the board policy (10/17/02). The Supreme Court, through studying many court cases concerning corporal punishment, has ruled that schools do have the right to use corporal punishment. This is based on the law of "en loco-parentis" whereby teachers in a school are automatically given the same rights that parents have concerning their children. When parents send their children to school, teachers automatically have the right to discipline their students with a paddle if necessary.

In the Newburg R-II Schools, corporal punishment shall be used when it is believed necessary using the following procedure:

1. The school will acquire written permission from the student's parent(s) or guardian before a paddling is administered.
2. A paddling shall be on the buttocks and shall not exceed three swats at any one time.
3. A paddling shall be administered by an administrator in the presence of witness/witnesses.
4. A child shall not be paddled in the presence of their peers.
5. The student shall be required to either place his hands on a desk or on his knees while receiving a paddling.
6. All paddles shall be inspected and approved by the superintendent.
7. Any administrator who paddles a child shall file a disciplinary report. This report must contain the follow information:
 - a. Time of day and date paddling was administered.
 - b. Reason for paddling.
 - c. Name of witness/witnesses.
 - d. A copy of the disciplinary report shall be kept by the school and a copy shall be sent home with the student, to be returned and signed by the parent before the student is to be admitted the next day.
 - e. A monthly report from the administrators on a specific number of paddling administered shall be on file.

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.

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.

Cyberbullying

Bullying through, for instance, a message, text, sound, or image by means of an electronic device.

- That originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources;
- Or if there is sufficient nexus to the educational environment;
- Or the electronic communication is made on the school's campus or at a district activity using the student's own personal technological resources.

The school district may discipline any student for such cyber-bullying to the greatest extent allowed by law.

Steps for reporting and processing bullying or cyberbullying:

1. Encourage reporters to complete a written form regarding the incident.

2. Discuss that the building designated investigator will investigate the reported bullying or cyberbullying.
3. Within two (2) school days of receiving a report of bullying and/or cyberbullying, initiate investigation of the alleged incident(s).
4. That the investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
5. The designated investigator may issue findings and outcome of the investigation, including recommendations for corrective action, including discipline, as appropriate.

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 appropriate 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.

Personal Electronic Device Policy

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. 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 be allowed any personal use during class time at the sole discretion of their classroom teachers.

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 for 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.

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

Dress, personal appearance, and grooming must be clean and conform with appropriate health, safety, and sanitation standards.

1. 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.
2. All students must wear acceptable footwear while on campus. (i.e.: closed toe shoes in the shop, no street shoes on the gym floor, etc.) Sandals/Slides/Flip Flops are acceptable footwear when not in the shop or gym. House Slippers are not appropriate footwear with the exception of school spirit "pajama day."
3. Metal or chain belts, or any other clothing item which can be considered a possible weapon, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets are prohibited.
4. Hoods, bandannas, or other types of inappropriate headgear or sunglasses shall not be worn in any school facility during school hours. Hats and caps may be worn as long as they do not create a distraction to the learning environment and the student has permission from the principal.
5. Proper athletic attire shall be worn in physical education class. Spandex shorts, muscle shirts, shirts with sides cut out, and tank tops are prohibited during physical education. Gym shoes should be worn for P.E. class, and metal toe or heel taps are not permitted.
6. All attire must cover the back, chest, shoulders, and midriff (belly/stomach/lower back), and not expose undergarments (or where undergarments should be) or skin beneath clothing. All shirts must have sleeves and must not be mesh or transparent. Clothing with tears or holes in inappropriate regions, or severely sagging clothing are prohibited. Shorts, skirts, and dresses that are shorter than fingertip length (when the shoulders are relaxed and arms are straight down) at the hem will not be allowed.

7. All attire must be free from violent, obscene, or suggestive writing and advertising of alcohol, tobacco or drugs.
8. Dresses and blouses that have a deep V-neck are not to be worn. Brassiere straps, boxer shorts, sliding shorts and briefs should be covered at all times.
9. Additional dress regulations may be imposed upon the students participating in certain extracurricular activities. When in the judgment of an administrator, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety; the student may be required to make modifications. A student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming into compliance. A student may be sent home in order to do so.

When a student is in violation of any part of the dress code the staff member:

- A. Must approach the student and handle the violation as discreetly as possible. This would include/involve:
 - a. Refer to the appropriate office & Notify the office of the referral for the student.
- B. The office will then:
 - a. Talk with the student to determine if there are any other appropriate clothing options.
 - b. If the student does not have other appropriate clothing options they will be given a piece of clothing from the office to correct the violation and/or call parents/guardians to bring additional clothing.

Dress code violations are not to be considered a discipline issue as long as the student immediately complies and makes the appropriate corrections to their appearance. If the student immediately complied and corrected the dress code violation the office will track the violation(s). In the event a student refuses to immediately comply or becomes disrespectful with the staff member making the corrections, the student will face disciplinary action according to the appropriate discipline code.

Discipline Code

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).

Academic Insubordination—failure to complete assignments and not being prepared for class.

1st Offense—Up to 4 hours of FND, MS, or ISS.

2nd Offense—4 hours FND, MS or ISS

Subsequent offense—Up to 4 days ISS

Behavioral Insubordination—Willful failure to respond or carry out a reasonable directive by authorized school personnel.

1st Offense—Up to 10 days OSS

Assault on Fellow Students—Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, including fighting when both parties have not contributed.

1st Offense—Up to 10 days OSS/reported to law enforcement

2nd Offense—Up to 90 days OSS/reported to law enforcement

Subsequent Offense—Up to expulsion by the board/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 day suspension from bus

2nd Offense— 1 day suspension from bus and up to 1-4 hours FND or MS

Subsequent Offense—4 days suspension from bus

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 or MS, parent contacted

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

Device Use Violation—Unacceptable use of school computers and other devices, viewing of unauthorized web pages, computer/device 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—1-2 hours FND or MS, may lose computer privileges for 1 week, parent contacted

2nd Offense—2-4 hours FND or MS, may lose computer privileges for 2 weeks, parent contacted

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

Dishonesty- Failure to tell the truth.

1st Offense—Principal/Student conferences, 1-4 hours of FND, MS, or ISS

Subsequent Offense - Principal/Student/Parent conference, 4 hours of FND, MS, or ISS

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 anyone’s race, religion, gender Identity, or ethnic origin.

1st Offense—Up to 4 days OSS, parent contacted, law enforcement contacted

2nd Offense—up to 10 days OSS, parent contacted, law enforcement contacted

Subsequent Offense—up to 90 days OSS, parent contacted, law enforcement contacted

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

1st Offense—1-4 hours FND, MS, or ISS, parent contacted

2nd Offense—Up to 4 days ISS, parent contacted

Subsequent Offense – Up to 4 days OSS, parent 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.

1st Offense—Up to 1-4 hours FND, MS, or ISS, parent contacted

2nd Offense—1-3 days ISS, parent contacted

Subsequent Offense—1-10 days ISS, parent contacted

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 or MS, parents contacted

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

Driving Violation—On or around school property, including but not limited to: speeding, spinning tires, excessive noise, exiting through the entrance, and reckless driving.

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

2nd Offense— 4 days loss of driving privileges

Subsequent Offense—Up to total loss of driving privileges

Driving Violation (Vocational Students)—Vocational Students driving their own vehicles to the Vocational School(s) without an approved driving permit from the Vocational School completed and signed by the Newburg Administration before the date of expected driving.

1st Offense— 1 day OSS

Subsequent Offense— Withdrawal from program/loss of driving privileges for 90 days up to total loss.

Extortion/Threats—verbal or written with clear intent.

- 1st Offense—1-10 days OSS, parents contacted, reported to law enforcement
- Subsequent Offense—1-180 days OSS, reported to law enforcement, possible expulsion, parents contacted

Failure to Meet Detention or Monday School.

- 1st Offense—1 day ISS and FND or MS served
- 2nd Offense—Up to 10 days ISS and FND or MS served
- Subsequent Offense—Up to 10 days OSS

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

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

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

- 1st Offense – Up to 3 day OSS/reported to law enforcement
- 2nd Offense – Up to 5 day OSS/reported to law enforcement
- Subsequent Offense – Up to 10 day OSS/reported to law enforcement

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, MS, or ISS
- 2nd Offense—4 hours FND or MS, parent contacted
- Subsequent Offense—3 days ISS, parent contacted

Inappropriate Physical Contact – Any behavior involving physical contact that is unsuitable or not appropriate in a school environment such as horse play, wrestling, practical jokes involving contact, etc...

- 1st Offense—1-4 hours FND, MS, or ISS
- 2nd Offense—4 hours FND, MS, or ISS and parent contacted
- Subsequent Offense—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, MS, or ISS, parents contacted
- Subsequent Offense—4 hours FND, MS, or ISS, parent contacted

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

- 1st Offense – Up to 3 days lunch detention
- 2nd Offense—3 days lunch detention, 1-4 hours FND, MS, or ISS, parent contacted
- Subsequent Offense—Up to 4 days ISS

Personal 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 at end of day

2nd Offense—Device taken away, parent pick up

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

Physical Assault on a Staff Member—Felony offense

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

Subsequent Offense—Expulsion, reported to law enforcement

Under the Influence of alcohol or drugs—Possessing, using, or demonstrating a reasonable suspicion of being under the influence of alcohol or mind altering substances (including VAPE delivery systems) while in attendance during the school day or at any school activities.

- 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 within two hours of the incident and the evaluation results come back negative, 0 days of OSS will be imposed. However, if the student admits to allegations and/or the parent/guardian(s) fail to arrange a professional evaluation within two hours of notice, or the test results come back positive an automatic 90 day Out-of-School Suspension will be recommended.

1st Offense—90 days OSS, Report to law enforcement

2nd Offense—180 OSS, Report to law enforcement

3rd Offense—180 days OSS with recommendation of expulsion, Report to law enforcement

Profanity—Use of inappropriate language in the school setting; Directed toward other students.

1st Offense—Warning issued, 1-4 hours FND, MS, or ISS

2nd Offense—4 hours FND or MS, parents contacted

Subsequent Offense— 1-3 days ISS, parents contacted

Retaliation – Any behavior seeking revenge, vengeance or retribution for another student's behavior or previous actions.

1st Offense—1-4 hours FND, MS, or ISS

2nd Offense—4 hours FND or MS, parent contacted

Subsequent Offense—3 days ISS, parent contacted

Sexually Inappropriate Language—Use of verbal, written, or symbolic language that is sexually inappropriate.

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

Sexually Inappropriate Exposure (Indecent exposure)—Displaying or revealing parts of the body that are inappropriate in the educational setting.

- 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

Sexually Inappropriate Physical Contact/Touch

- 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

Sexual Harassment—Use of verbal, written, or symbolic language that is sexually harassing and directed with intent.

- 1st Offense—Up to 4 days OSS, parent contacted, reported to law enforcement
- 2nd Offense—Up to 10 days OSS, parent contacted, reported to law enforcement
- Subsequent Offense—Up to 90 days OSS, parent contacted, reported to law enforcement

Supplying, distributing, or selling alcohol or mind altering drugs

- 1st Offense – Expulsion, reported to law enforcement

Tardy—Failure to be in the assigned classroom with all required items (prepared for class) 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 (4 accumulative tardies, per class, per semester) — 1 hour FND or MS, parent contacted
- 2nd Offense (5-6 accumulative tardies per class, per semester) – 2 hours FND or MS, parent contacted
- 3rd Offense (7-8 accumulative tardies per class, per semester) – 3 hours FND or MS, parent contacted
- 4th Offense (9 accumulative tardies per class, per semester) – 4 hours FND or MS, parent contacted
- Subsequent Offense (10 or more accumulative tardies per class, per semester) – up to 10 Days OSS, parent 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 hours FND, MS, or ISS, parent contacted
- 2nd Offense—Up to 10 days ISS, parent contacted
- Subsequent Offense – Up to 10 days OSS, parent 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 on school grounds, transportation, or any school activity.

1st Offense—3 days OSS, Parents contacted

2nd Offense—5 days OSS, Parents contacted

Subsequent Offense—10 days OSS, Parents contacted

Unauthorized Items at School—Students should not have items that act as potential disruptions to the educational process. 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 7:30 a.m.-3:53 p.m. The school will accept no responsibility for loss, or theft of property.

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

Subsequent Offense—Object confiscated, must be claimed by a parent

VAPE (Distribution of Products)—Supplying, selling, providing to, or sharing with another student or other students. This includes allowing use of the device or providing VAPE materials to others. Use of VAPE products as a group.

1st Offense—10 days OSS/Report to law enforcement

2nd Offense—10 to 45 days OSS/Report to law enforcement

3rd Offense—90 days OSS/Report to law enforcement

VAPE (Use or Possession of Products)— The use or possession (including reasonable suspicion) of a vape device, part of a vape device, or any type of vape product. Reasonable suspicion may be determined by camera, witnesses, physical search, or employment of a metal detecting wand.

1st Offense—3 days OSS + 1 Day ISS must complete Vape Ed. program/Parents contacted

2nd Offense—5 days OSS + 1 Day ISS must complete Vape Ed. program /Parents contacted

Subsequent Offense—10 days OSS + 1 Day ISS must complete Vape Ed. program /Parents contacted

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

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

Verbal assault on a staff member—use of words or actions, verbal, written, or symbolic, meant to harass or injure a staff member.

1st Offense—10 days OSS, parent contacted

2nd Offense—Up to 45 days OSS, parent contacted

Subsequent Offense—45 days OSS, parent contacted

Video/Audio Recording/Taking Photos of any violation of the discipline code

Same consequence as the offender

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, possible expulsion, reported to law enforcement, parent contacted
- Weapon other than a firearm:
1st Offense—1-180 days OSS, reported to law enforcement, parent 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.

EXTRA & CO-CURRICULAR ACTIVITIES

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 Schools offers the following extra-curricular activities:

Basketball (boys and girls)

Track (boys and girls)

Cheerleading

BETA Club

Band

Softball (girls)

Golf

FFA

Student Council

Theater

Baseball (boys)

FBLA

Art Club

Robotics

Chess Club

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 R-II School District and Community. This is a serious responsibility. Behavior which is damaging to the reputation of the school or community will be met 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 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. Additionally, Newburg R-II School District 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 80% of the 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 date, 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 or who are considered a Virtual or Homebound student are not held to the same standards of students who participate in the Newburg traditional seated education program at the school. Examples of which include, but are not limited to, the random drug-testing program sponsored by the Newburg R-II School District. Therefore, any student who is participating in the BoT program or who is considered a Virtual or Homebound student cannot participate in after school activities (i.e., dances, class trips, sporting events, etc.) or extra-curricular activities.

Physical Exams

MSHSAA member schools Bylaws 3.8.1 and 4.5.4 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 and activities are designed to provide a positive, healthy, drug-free atmosphere for the student. Students are encouraged to achieve academic success, become involved in a variety of sports and activities, 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 and other clubs/organizations activities hosted by the School District. 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. 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 6-12 as a condition of participation in covered activities. Students who could be subject to random drug testing are those who participate in Missouri State High School Activities Association (MSHSAA) sanctioned activities, park on campus, and/or are involved in extracurricular and/or co-curricular clubs/organizations. 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 clubs/organizations, 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.

Subsequent 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.

Field Trips

Field trips can have prerequisites for student attendance. Before a student can participate in any field trip experience, they must meet all requirements for participation in that field trip including having a recommendation by their teacher(s), passing grades for the classes the student will miss due to the trip, daily attendance and reported behavior that is considered to be in good-standing, and approval from an administrator.

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 two additional class representatives elected from each grade.

Each representative or elected position must have a C average or higher the previous semester. The Student-Body President and President Elect shall be elected by the student body in grades 9, 10, 11, and 12 and 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.

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, Prom, Barn Warming.)
- 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, FFA and the FBLA 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 one guest per student who are approved by the HS principal. The principal has the right to deny any participant. 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. In addition, they must be considered in good standing. Areas to be evaluated to determine if the student is in good standing include, but are not limited to: Sending school's administrative recommendations, attendance, grades, discipline records, criminal history (if date is not school aged), etc.*

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.

Students who wish to join BETA Club can not have a grade lower than a C, including no failing grades. Additionally, members are responsible for staying in good behavioral standing once they become members.

LEGAL INFORMATION

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 Kyle Tallant, 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 are believed to be inaccurate. He or she should write to

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 the Newburg R-II School District 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

Additional information concerning Student Records - See Policy and Regulation 2400

School, Parent, and Family Engagement Policy

The Newburg R-II School-Level Parent & Family Engagement Policy is developed jointly with parents. This policy is intended to engage parents in ongoing and meaningful communication about student academic learning and other school activities ensuring parents and families:

1. play an integral role in assisting their child's learning;
2. become actively involved in their child's education; and
3. become full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Each school will:

1. Convene an annual back to school meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I.A, and to explain the requirements of Title I.A, and the rights of the parents to be involved;
2. Provide parents the school-parent compact at the back to school meeting or when appropriate depending on when the student enrolls in the school;
3. Offer a flexible number of meetings, such as meetings in the morning or evening and may provide, with Title I.A funds transportation, childcare, or home visits as such services relate to parental involvement;
4. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I.A, including the school parent involvement policy, the development of the school-parent compact, the annual spring Title I.A evaluation, and the joint development of the schoolwide program plan;
5. Provide parents of participating children:
 - a. Timely information about Title I.A programs,
 - b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the MAP assessment,
 - c. Opportunities, as appropriate, to participate in decisions relating to the education of their children,
 - d. Responses to suggestions in a timely manner; and,
6. If requested by parents:
 - a. Provide opportunities for regular meetings to formulate suggestions, and
 - b. Include comments from parents of participating children who find any aspect of the schoolwide plan unsatisfactory when it is submitted to LEA.

Parents Right To Know

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

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

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

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

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

Missouri DESE 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).

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?

<p>Complaints filed with LEA</p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p>Complaints filed with the Department</p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p>Appeals</p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

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.
7. *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).

8. *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.

9. *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.

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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 parents.
- 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.
- 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 Schools
 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.

Public Solicitations/Advertising in District Facilities

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).

6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

District-Sponsored Advertisement

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisements to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

Groups Affiliated with the District

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

Curriculum-Related Advertisement

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

Distribution Directly to Students

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

Distribution to Staff

The district's intercampus mail, staff mailboxes and district email are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not

sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one time.

Distribution by Students

Students may distribute district-sponsored advertisements on district property during non-instructional time as allowed by the school principal and group sponsor. Students may distribute non-curricular student publications and other advertisements not sponsored by the district during non-instructional time only in accordance with Board policy 2170.

Distribution by Student-Initiated Non-Curricular Groups

Student-initiated non-curricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored non-curricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

Advertisement in Designated Locations

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one time.

Distribution at District Events

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

Groups Using District Facilities

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

Revenue-Generating Advertising on District Property or in District Publications

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the

principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

SAFETY AND EMERGENCIES

It is very important that parents can be contacted in case of an emergency. Please leave a current phone number where you can be reached if you will not be at the emergency number previously given. If the emergency phone number changes during the school year, it is the parent's responsibility to inform the school.

Fire Alarm and Fire Drills

Any fire is a very definite hazard in every school. Even in the very best constructed fireproof buildings, there are the dangers of panic, explosions, and fumes. Each student must become acquainted with the proper exits and methods of departing from the various classrooms that are occupied during the day.

When evacuating, go directly to the back of the playground. Each class is to stand with the teacher so that roll can be taken. When buildings are cleared of danger, a signal will be given to return to the classrooms.

When fire evacuation is necessary, you will be warned by an intercom announcement and a series of short rings. You are to leave the building in an orderly fashion. Go directly to the meeting place without taking time for coats, books, etc.

Some classes are held in the high school buildings. Students that are in music, gym class, or in the cafeteria will be accompanied out of the building during fire drills or evacuations by the teachers present.

Tornado and Tornado Drills

Tornado drills will also be conducted annually. All students will go to the interior, windowless classrooms marked with an asterisk. Students in classes housed in the old gym, vocal music room, or instrumental music room will follow the high school evacuation routes.

The signal for a tornado drill will be one long ring.

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
SEMA 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>

**Note: This handbook may be updated with new policies or changes.
Any changes to policy or procedure will be attached as an addendum.**