

# Newburg Elementary



## Student Handbook 2024-2025

# Home of the Wolves

Board Reviewed: 08/06/2024

## BOARD OF EDUCATION

|                    |                   |
|--------------------|-------------------|
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| Matt Brookshire    | Vice-President    |
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## ADMINISTRATION

|                     |                            |
|---------------------|----------------------------|
| Mrs. Tracy Kingsley | Superintendent             |
| Mr. Doug Dunn       | High School Principal      |
| Mrs. Melissa Wright | Elementary Principal       |
| Mrs. Jamie Busch    | Special Education Director |

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 |

**Dear Students & Parents/Guardians,**

**For the new students and parents, welcome to Newburg Elementary! For the returning students and parents, welcome back! On behalf of the staff I want to wish each of you a warm welcome to a terrific school year. We have a staff of very dedicated, caring, and knowledgeable educators who have your child's best interest at heart.**

**The purpose of this Parent & Student Handbook is to help you become familiar with the rules, procedures, practices, and expectations of Newburg Elementary. We hope this handbook will answer most of your questions regarding attendance, discipline, lunches, school safety, and other issues. It is our intent to keep parents informed about events, policies, and procedures at Newburg Elementary, so please contact the school if you have any questions. We will try to keep you informed of events as far ahead of time as possible through our Infinite Campus (IC) system, class dojo, emails, classroom newsletters, etc. We also encourage you to go to our school webpage at [Newburg.k12.mo.us](http://Newburg.k12.mo.us). This website contains information about our school that can be very helpful to you throughout the school year.**

**Another way we will be communicating to our parents and community is from our FaceBook page at [Newburg R-11 School District](#). Here you will find posts and pictures of all the different events and awesome things happening on a daily basis throughout the school year! This is a great way to keep up with what's going on at NES!**

**You will notice we have a "Teamwork" theme for this year. Please help us celebrate this year by working on your student's education as a team! We are looking forward to a year of fun! I am also looking forward to a fantastic school year! Please do not hesitate to contact me with any concerns or problems that you notice throughout the school year. Please come by and visit with me anytime. Together we will make this a wonderful year!**

**Sincerely,**

**Melissa Wright  
Elementary Principal  
[mwright@newburg.k12.mo.us](mailto:mwright@newburg.k12.mo.us)  
573-762-9653 Ex. 2001**

## Student Pledge

**I pledge to be respectful at our school.  
I choose to be responsible and follow each rule.  
I promise to be safe in every way.  
I will be a WOLF every day.**

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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.

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.

## **SCHOOL VISITORS/VOLUNTEERS POLICY**

### **Policy on School Visitors and Volunteers:**

- A. General Requirements for Visitors to School: (Parents who are planning to sit with their children during class parties, grandparents and grand-friends (designated by parents) attending any grandparent event, as well as those attending performances, field day, and assemblies to watch their children perform are considered visitors in the building. If you are a sex offender, you must contact the superintendent.
  - 1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
  - 2. All doors will be locked throughout the school day and visitors must come to the elementary office doors to enter. Visitors must buzz the office and tell the secretary what their business is at the school. If appropriate, the secretary will electronically open the door for you.
  - 3. All school visitors must comply at all times with Board of Education policies 1430 <https://newburg.k12.mo.us/district-info/school-board/> , administrative rules, and school regulations.
  
- B. Special Situations
  - 1. Both custodial and non-custodial parents of a Newburg student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
  - 2. The building principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.
  
- C. Volunteer (A person who assists the school by providing an uncompensated service)
  - 1. Screened Volunteers (Those attending field trips and working with our academic programs)
    - a. You will need a State Highway patrol and FBI fingerprint background check. This is a one time fee of \$42.00. (for school volunteers)
    - b. Volunteer paperwork will need to be completed in the office.



- c. These Volunteers can be periodically alone with students.
2. Non-Screened Volunteers (Parents/guardians volunteering to work with students by running games or small group fun in the classroom during school parties are considered Non-Screened volunteers.
- a.) You will need to have your driver's license with you so the office can run it through our kid account system.
  - b.) Volunteer paperwork will need to be completed in the office.
  - c.) These Volunteers Cannot be alone with students.

### 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 Elementary School, 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 Elementary School, and to encourage students to assume responsibility for their conduct.

#### Steps to Follow when Absent from School.

- Have parents call to report absence between 7:30 a.m. and 9:00 a.m. on the morning of the absence (573-762-9653). If the 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 Elementary 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 office secretary and obtain an admission slip.

### Excessive Absences

Students will be permitted a maximum of twelve (12) absences per semester. Days of out of school suspension (OSS) are considered imposed absences and do not accrue toward the twelve (12) day absence limit.

Each absence will be labeled excused or unexcused. An excused absence is an absence that is justified by official documentation (i.e. doctor, dentist, etc.) or has been approved by the principal. An unexcused absence is any absence that is not supported with official documentation or prior notification to the principal.

#### *Procedures for excessive absences will be as follows:*

**3 absences** Letter mailed home

**6 absences** Letter mailed home,

**9 absences** Letter mailed home, Success Team meeting scheduled with parents, the school, and other relevant/necessary persons (ie counselor, DFS, Juvenile officer, etc) student contract put into effect

**12 absences** Letter mailed home, DFS contacted, possible referral to Juvenile Office, Success Team meeting reconvenes and will include the superintendent

### 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 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.

### **QUESTIONS/PROBLEMS**

If you have any questions or problems related to your child's classroom or teachers, please contact the teacher first. If a solution cannot be worked out between you and the teacher, then please call the principal. If the principal cannot solve the problem, then please call the superintendent.

### **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 \$1.75, K-6 lunch is \$2.50, 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, 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.**

## **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.

## **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 \(School Nurse\)](#)

## Method of Determining Grades

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           |

## 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 could result in the student being required to do assignments during part of recess.

### 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.

## 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.

## SCHOOL BEHAVIOR CODE, DISCIPLINE POLICIES, AND CONSEQUENCES

### 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-6th 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.

## 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 policy.

## **Newburg R-II Elementary School 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 temporary or permanent dismissal from school. Parents and guardians will be notified of major disciplinary action taken in regard to their children.
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 lower and upper elementary 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 Elementary School 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. This behavior code serves as a guideline for types of misconduct and their consequences. This list is not all-inclusive. In individual cases, the principal may need to exceed or reduce the consequences listed. The severity and intention of the act will be considered, and the consequences may be adjusted at the discretion of the administrator. Prior to any implementation of consequences more severe than those prescribed by the guidelines, parents will receive notification.

### **Potential Consequences/Punishments & Explanations**

Violation of Newburg Elementary School's rules and behavior guidelines may be referred directly to the principal for action. Action taken by the principal could follow these guidelines.

**Student/Principal Conference** – The principal and teacher talk to the student about the incident with emphasis on getting the student's input and reaching an agreeable method of resolving the problem.

**Warning** – Student is notified that he or she is being placed on probationary status and, if additional incidents occur, appropriate disciplinary measures will be implemented.

**Revoke Privileges** – Student is denied specific privileges, such as recess, field trips, assemblies, class activities, programs, or events.

**Office Time Out** – Student will sit in the office quietly and complete a Think Sheet. They will work on missed class work.

**Restitution** – Student is required to pay restitution for damages caused from improper behavior.

### **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.
- Students will immediately report to the lunch detention area.
- 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.

### **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 ISS room under the supervision of the ISS teacher. 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).
- 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 be allowed to make up any assignments for the duration of the suspension.
- 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, Monday school, or ISS the student may not attend any school functions at school, or away from school until the time of reinstatement.***

### 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.

### **GUIDELINES FOR IMPLEMENTING CONSEQUENCES**

Under normal circumstances, the school will handle disciplinary problems in a confidential manner and within the school facilities. A reasonable effort will be made to notify parents of any violations and discipline procedures related to such action. The principal will consider the child’s age and intentions when deciding on appropriate consequences. Providing a safe learning environment for all the students is needed to ensure the students’ wellbeing. **Students that are caught lying to the principal when being questioned about a discipline incident will be assigned an Office Timeout or ISS in addition to any consequences they might receive for breaking a rule!**

When appropriate, the local authorities will be notified and all necessary/mandatory information turned over to them. The appropriate authorities may include: the Sheriff’s Department, Division of Children’s Services, Juvenile Officers, etc.

Failure by a student to follow behavior guidelines may result in one or more of the following disciplinary actions being taken: (Please refer to previous pages for explanation of consequences.)

### **INFRACTIONS AND CONSEQUENCES**

#### **A. Arson**

Starting a fire or causing an explosion with intention to damage property or buildings.

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1-180 days OSS and restitution if appropriate.
- 2<sup>nd</sup> Referral: Referral to the Board of Education for possible expulsion.

**B. Assault**

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent personal injury.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: 5 days OSS and referral to the Juvenile Officer.
- 2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer.
- 3<sup>rd</sup> Referral: Referral to the Board of Education for possible expulsion.

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 10 days OSS and referral to the Juvenile Officer.
- 2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer.
- 3<sup>rd</sup> Referral: Referral to the Board of Education for possible expulsion.

**C. Bullying**

In order to promote a safe learning environment for all students, the Newburg R-2 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the



educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

All students who report they have been bullied need to fill out a Bullying Incident Report Form and return it to the principal (see this form at the end of the handbook). This form may be completed by a parent, teacher, counselor, or any person who witnesses a student being bullied.

**PreK – 3<sup>rd</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning
- 2<sup>nd</sup> Referral: Office Timeout
- 3<sup>rd</sup> Referral: .5 Day ISS
- 4<sup>th</sup> Referral: 1 Days ISS
- 5<sup>th</sup> Referral: 2 Days OSS
- 6<sup>th</sup> Referral: 2 Days ISS & 3 Days OSS
- 7<sup>th</sup> Referral: 9 Days OSS and Referral to Juvenile Officer

**4<sup>th</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning and/or ISS
- 2<sup>nd</sup> Referral: 1 Day ISS
- 3<sup>rd</sup> Referral: 2 Days ISS
- 4<sup>th</sup> Referral: 2 Days OSS
- 5<sup>th</sup> Referral: 2 Days ISS & 3 Days OSS
- 6<sup>th</sup> Referral : 9 Days OSS and Referral to Juvenile Office
- 7<sup>th</sup> Referral: 10 Days OSS, Referral to Juvenile Office, Referral to Superintendent for further disciplinary action

**D. Bus Misconduct**

Any offense committed by a student on a district owned or contracted bus. Any problem, which falls under a serious infraction, shall be punished in the same manner as if the offense had been committed at the school. Bus riding privileges may be suspended or revoked.

**PreK – 1<sup>st</sup> Grade:**

- 1<sup>st</sup> Referral: A conference with the Principal. Student will be assigned a seat on the bus close to the bus driver for 3-5 days.
- 2<sup>nd</sup> Referral: Loss of Recess. Students will be assigned a seat on the bus for 10 days.
- 3<sup>rd</sup> Referral: .5 Day ISS. Students will have a permanent seat assignment.
- 4<sup>th</sup> Referral: 1 Days ISS & 3 Day Bus Suspension
- 5<sup>th</sup> Referral: 2 Days ISS & 5 Day Bus Suspension
- 6<sup>th</sup> Referral: 7 Day Bus Suspension & 3 Days ISS
- 7<sup>th</sup> Referral: 10 Day Bus Suspension & 3 Days ISS
- 8<sup>th</sup> Referral: 15 Day Bus Suspension & 3 Days ISS
- 9<sup>th</sup> Referral: 20 Day Bus Suspension & Referral to the Superintendent for additional days.

**2ndGrade-6th Grade:**

- 1<sup>st</sup> Referral: A conference with the Principal. Student will be assigned a seat on the bus close to the bus driver for 3-5 days. Loss of Recess
- 2<sup>nd</sup> Referral: ½ Day ISS. Students will be assigned a seat on the bus for 10 days.

- 3<sup>rd</sup> Referral: 1 Day ISS. Students will have a permanent seat assignment.
- 4<sup>th</sup> Referral: 2 Days ISS & 3 Day Bus Suspension
- 5<sup>th</sup> Referral: 3 Days ISS & 5 Day Bus Suspension
- 6<sup>th</sup> Referral: 7 Day Bus Suspension & 3 Days ISS
- 7<sup>th</sup> Referral: 10 Day Bus Suspension & 3 Days ISS
- 8<sup>th</sup> Referral: 15 Day Bus Suspension & 3 Days ISS
- 9<sup>th</sup> Referral: 20 Day Bus Suspension & Referral to the Superintendent for additional days.

**E. Computer Violation**

Any act which violates the technology contract signed by the parent and student at the beginning of the year.

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Conference/Warning and/or loss of privilege for one day.
- 2<sup>nd</sup> Referral: 1 day of ISS and loss of privileges for two days.
- 3<sup>rd</sup> Referral: 3 days of ISS and 3 dayloss of computer privileges.

**F. Dangerous Materials**

Any non-school related items brought to school which could potentially cause harm to another student, such as lighters, fishing hooks; bullets.....

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference; item confiscated; and parent contacted to pick it up.
- 2<sup>nd</sup> Referral: 1 Day ISS; item confiscated; and parent contacted to pick it up.
- 3<sup>rd</sup> Referral: 2 Days ISS; item confiscated; and parent contacted to pick it up.
- 4<sup>th</sup> Referral: 3 Days OSS; item confiscated

**G. Academic Dishonesty/Cheating/Plagiarism**

Any act of lying, whether verbal or written, including forgery (Student signs parent’s name!). This also includes cheating or plagiarism.

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Zero on assignment/test and Office Timeout and/or Loss of Recess
- 2<sup>nd</sup> Referral: 1 Day ISS & Retake assignment or test
- 3<sup>rd</sup> Referral: 2 Days ISS & Retake assignment or test
- 4<sup>th</sup> Referral: 3 Days ISS & Retake assignment or test

**H. Disruptive Devices including Cell Phones/Electronic Devices**

Cell phones, other electronic devices, or any other disruptive devices (Including smart watches) should not be out during the school day. These devices may NOT be out during breakfast. Please keep them at home. If they are brought to school they must be turned off and left in their backpacks. The school is not responsible for lost or stolen phones or devices.

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscated by the teacher and student must pick up at the end of the day.

- 2<sup>nd</sup> Referral: Confiscated; given to the principal; and student must pick up at the end of the day.
- 3<sup>rd</sup> Referral: Confiscated; given to the principal; and parent must come to school and pick up the device.
- 4<sup>th</sup> Referral: Confiscated; given to the principal; 1 Day of ISS; and parent must come to school and pick up the device. Subsequent offenses will have added ISS days.

**I. Disruptive & Inappropriate Language or Acts (Inappropriate Behavior)**

Behavior that includes excessive talking, disruptive acts, inattentiveness, restlessness, horseplay, and mischief. This includes verbal or written language or gestures that is directed at any person and is rude, vulgar, or inappropriate in nature.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference
- 2<sup>nd</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1)/Alternative Recess
- 3<sup>rd</sup> Referral: .5 Days ISS
- 4<sup>th</sup> Referral: 1 Day ISS
- 5<sup>th</sup> Referral: 2 Days ISS
- 6<sup>th</sup> Referral: 2 Days OSS

**3<sup>rd</sup> Grade – 4<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference / Office time out / Loss of recess (1)/Alternative Recess
- 2<sup>nd</sup> Referral: .5 Day ISS
- 3<sup>rd</sup> Referral: 1 Day ISS
- 4<sup>th</sup> Referral: 2 Days ISS
- 5<sup>th</sup> Referral: 2 Days OSS
- 6<sup>th</sup> Referral: 3 Days OSS

**5<sup>th</sup> Grade-6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: .5 Day of ISS
- 2<sup>nd</sup> Referral: 1 Day ISS
- 3<sup>rd</sup> Referral: 3 Days ISS
- 4<sup>th</sup> Referral: 5 Days ISS
- 5<sup>th</sup> Referral: 2 Days OSS
- 6<sup>th</sup> Referral: 3 Days OSS

**J. Disrespectful Behavior**

Behavior that is disrespectful in nature such as not listening to their teachers, refusing to do what they are told to do by a teacher, or showing defiance toward a teacher or staff member.

**PreK – 2<sup>nd</sup> Grade:**

- 1st Referral: Principal/Student Conference
- 2nd Referral: Principal/Student Conference / Office time out / Loss of recess (1)/Alternative Recess
- 3rd Referral: .5 Day ISS
- 4th Referral: 1 Day ISS
- 5th Referral: 2 Days ISS

6th Referral: 2 Days OSS

**3rd Grade – 4th Grade:**

1st Referral: Principal/Student Conference / Office time out / Loss of recess (1)/Alternative Recess

2nd Referral: 1 Days ISS

3rd Referral: 2 Days ISS

4th Referral: 3 Days ISS

5th Referral: 2 Days OSS

6th Referral: 3 Days OSS

**5th Grade-6th Grade:**

1st Referral: .5 day of ISS

2nd Referral: 2 Days ISS

3rd Referral: 3 Days ISS

4th Referral: 3 Days ISS

5th Referral: 3 Days OSS

6th Referral: 5 Days OSS

**K. Drugs/Alcohol**

Use, possession, or sale of any unauthorized prescription/non-prescription drug, alcohol, narcotic substance, inhalant, counterfeit drugs, or drug-related paraphernalia; or under the influence of any of the above at school, any school-sponsored activities, or on a school bus.

**PreK – 6<sup>th</sup> Grade:**

1<sup>st</sup> Referral: 10 Days OSS or possible referral to the Superintendent for 10-180 days, and referral to the Juvenile Officer

2<sup>nd</sup> Referral: 10 days OSS, referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer

**L. Extortion/Gambling**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**PrK – 6<sup>th</sup> Grade:**

1<sup>st</sup> Referral: 5 Days ISS or 1-10 Days of OSS

2<sup>nd</sup> Referral: 10 Days OSS and/or referral to the Superintendent for further disciplinary action, and referral to the Juvenile Officer

3<sup>rd</sup> Referral: Referral to the School Board for Expulsion

**M. Failure to Meet Conditions of Suspension**

Coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement, or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee, and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

**PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 3 days OSS
- 2<sup>nd</sup> Referral: 5 days OSS
- 3<sup>rd</sup> Referral: 10-180 days out-of-school suspension, or expulsion

**N. False Alarms**

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

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: 1-day ASD or 1-day ISS
- 2<sup>nd</sup> Referral: 2 days OSS and 1-day ISS
- 3<sup>rd</sup> Referral: 3 days OSS or Referral to the Superintendent for further disciplinary action

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 2 days ISS
- 2<sup>nd</sup> Referral: 3 days ISS and 5 days OSS
- 3<sup>rd</sup> Referral: 10 days OSS or Referral to the Superintendent for further disciplinary action

**O. Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally, or by physical action and physical aggression is apparent.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: 1 day ISS
- 2<sup>nd</sup> Referral: 3 days ISS
- 3<sup>rd</sup> Referral: 3 days OSS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 3 days ISS
- 2<sup>nd</sup> Referral: 2 days OSS and 2 Days ISS
- 3<sup>rd</sup> Referral: 5 days OSS

**P. Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference
- 2<sup>nd</sup> Referral: Principal/Student Conference and Office Timeout and/or Loss of Recess/Alternative Recess
- 3<sup>rd</sup> Referrals: 1 day ISS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISS
- 2<sup>nd</sup> Referral: 3 days ISS
- 3<sup>rd</sup> Referral: 5 days ISS

**Q. Sexual Harassment/Sexual Contact/Sexual Misconduct**

Use of verbal, written or symbolic language that is sexually harassing; also includes physical contact that is sexual in nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 Hour Office Time Out
- 2<sup>nd</sup> Referral: 1-day ISS
- 3<sup>rd</sup> Referral: 3 days ISS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISS
- 2<sup>nd</sup> Referral: 3 days ISS
- 3<sup>rd</sup> Referral: 5 days OSS

**R. Tardies**

Showing up late to school or to a class without permission or a valid excuse. Tardies accumulate each semester and start over at the beginning of a new semester.

**PreK – 6<sup>th</sup> Grade:**

- 4<sup>th</sup> Tardy: Principal/Student Conference
- 5<sup>th</sup> Tardy: Parent Conference & Loss of Recess
- 6<sup>th</sup> Tardy: 1 day ISS

**S. Theft/Stealing (minor):**

Theft, attempted theft, or willful possession of stolen property valued at \$25 or less.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference and Office Time Out & Return of, or restitution of, stolen property
- 2<sup>nd</sup> Referral: 1-day ISS & Return of, or restitution of, stolen property
- 3<sup>rd</sup> Referral: 3 days ISS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 1 day of ISS & Return of, or restitution of, stolen property
- 2<sup>nd</sup> Referral: 3 days ISS & Return of, or restitution of, stolen property
- 3<sup>rd</sup> Referral: 3 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

**T. Theft/Stealing (major):**

Theft, attempted theft, or willful possession of stolen property valued at \$25 or more.

**PreK – 2<sup>nd</sup> Grade:**

- 1st Referral: Principal/Student Conference & Return of, or restitution of, stolen property & 1-day ISS
- 2nd Referral: 3 days ISS & Return of, or restitution of, stolen property
- 3rd Referral: 3 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1st Referral: Principal/Student Conference & 2 days of ISS & Return of, or restitution of stolen property
- 2nd Referral: 4 days ISS & Return of, or restitution of, stolen property
- 3rd Referral: 5 days OSS & Return of, or restitution of, stolen property and Referral to the Juvenile Officer

**U. Threat (minor)– Written or Verbal**

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

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Office Timeout or ISD
- 2<sup>nd</sup> Referral: Loss of Recess/Alternative Recess and/ or .5-day ISD
- 3<sup>rd</sup> Referral: 1 day ISS
- 4<sup>th</sup> Referral: 2 days ISS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Office Timeout and/or ISD
- 2<sup>nd</sup> Referral: 2 days ISS
- 3<sup>rd</sup> Referral: 3 days ISS
- 4<sup>th</sup> Referral: 3 days OSS

**V. Threat (major) – Written or Verbal**

**PreK – 2<sup>nd</sup> Grade:**

- 1st Referral: Principal/Student Conference & 1 day ISS
- 2nd Referral: 2 days ISS
- 3rd Referral: 3 days OSS

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1st Referral: Principal/Student Conference & 2 days ISS
- 2nd Referral: 3 days ISS
- 3rd Referral: 5 days OSS

**W. Tobacco/Vaping**

Possession or use of any tobacco and/or Vape products on school grounds, bus, or at any school activity.

**PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscation of tobacco product & conference with the principal
- 2<sup>nd</sup> Referral: Confiscation of tobacco product & 1-day ISS & Referral to Juvenile Officer
- 3<sup>rd</sup> Referral: Confiscation of tobacco product & 2 days of ISS & Referral to Juvenile Officer

**3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Confiscation of tobacco product & 2 days ISS
- 2<sup>nd</sup> Referral: Confiscation of tobacco product & 2 days OSS & Referral to Juvenile Officer
- 3<sup>rd</sup> Referral: Confiscation of tobacco product & 5 days of OSS & Referral to Juvenile Officer

## **X. Truancy**

Absence from school without the knowledge or consent of parents/guardians and/or the school administration.

### **PreK – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: 1 days ISS
- 2<sup>nd</sup> Referral: 3 days ISS
- 3<sup>rd</sup> Referral: 5 days ISS & 2 days OSS

## **Y. Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

### **PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference and 1 days ISS
- 2<sup>nd</sup> Referral: 3 days ISS and/or referral to Juvenile Officer
- 3<sup>rd</sup> Referral: 3 days OSS and/or referral to the Superintendent for additional consequences and referral to the Juvenile Officer

### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & 4 days ISS
- 2<sup>nd</sup> Referral: 10 days ISS and referral to the Juvenile Officer
- 3<sup>rd</sup> Referral: 5 days OSS and/or Referral to the Superintendent for additional consequences & referral to the Juvenile Officer

## **Z. Vandalism/Defacing Property**

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

### **PreK – 2<sup>nd</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Restitution & 1 days ISD
- 2<sup>nd</sup> Referral: Restitution & 3 days ISS
- 3<sup>rd</sup> Referral: Restitution & 3 days OSS

### **3<sup>rd</sup> – 6<sup>th</sup> Grade:**

- 1<sup>st</sup> Referral: Principal/Student Conference & Restitution & 3 days ISS
- 2<sup>nd</sup> Referral: Restitution & 3 days OSS
- 3<sup>rd</sup> Referral: Restitution & 10 days OSS or Referral to the Superintendent for additional Consequences

## **AA. Weapons**

A) Possession or use of any instrument or device, other than those defined in 10 U.S.C. 921, 18 U.S.C. 930

(g)(2), or 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. Weapons violations are punishable according to the Safe Schools Act. A key consideration for the consequence is the intent of the student

!



**PreK – 6<sup>th</sup> Grade:**

For pocket knives with a blade less than 4” in length.

1st Referral: 4 days ISS and/or 5 days OSS

2<sup>nd</sup> Referral: 10 days ISS/OSS or Referral to Superintendent for additional consequences or referral to School Board for expulsion.

**Prek – 6<sup>th</sup> Grade:**

For pocket knives with a blade greater than 4” in length.

1st Referral: 5 days OSS

2<sup>nd</sup> Referral: 10 days ISS/OSS or Referral to Superintendent for additional consequences or referral to School Board for expulsion.

B) Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in

571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

**PreK – 6<sup>th</sup> Grade:**

1<sup>st</sup> Referral: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

2<sup>nd</sup> Referral: Referral to School Board for expulsion.

**All other violations of general guidelines/rules:**

Any referral, which is not listed above, made to the principal's office regarding infractions of general rules for conduct in school.

**1<sup>st</sup> Referral:** May result in a General Discussion, Warning, Removal from Class, Parent Contact, or Revoked Privileges.

**Subsequent Referrals:** Will result in Revoked Privileges, ISS, OSS, or Expulsion, Notification of Authorities and Documentation in Student's Permanent File.

**Debts**

Students owing more than \$15.00 will not be allowed to participate in extracurricular activities.

**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.

**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.

***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.***

## 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  
400 Maryland Avenue, SW

**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. The policy can be found on our website and is linked here:

<https://newburg.k12.mo.us/school-parent-family-engagement-policy/>

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).

|                                                                                                                                                                                                        |
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| <p><b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b></p>                                                                       |
| <p><b>General Information</b></p> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol> |

|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Complaints filed with LEA</b></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><b>Complaints filed with the Department</b></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><b>Appeals</b></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.

[ESSA-Plan-2019.docx](#)

**Protection of Pupil Rights Amendment (PPRA)**

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

- political affiliations or beliefs of the student or student’s 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](http://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>

### Internet Safety Policy    Board Policy 6320

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

INSTRUCTIONAL SERVICES Policy 6320  
(Regulation 6320)

Libraries, Media and Technology Services  
Internet Safety Policy

#### A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful

to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### C. Internet Safety Training

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

#### D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Policy 6320

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#### E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator or designated representatives.

The Newburg R-II School District Title IX Coordinator for 2024-2025 is:

Tracy Kingsley, Newburg Superintendent

Email: [tkingsley@newburg.k12.mo.us](mailto:tkingsley@newburg.k12.mo.us)

Phone: 573-762-9653

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