

*New Haven Middle School  
Student Handbook  
2017-2018*



*“Home of the Shamrocks”*

*“Cultivating Independent and Self-Sufficient Learners”*

New Haven School District #138

## The Principal's Message

Welcome to New Haven Middle School. We are anxious to work with you during this new school year. We care about each of you and want you to be successful in school. Your middle school years will be some of the most enjoyable years of your school career. You will make lasting friendships, discover new interests, and continue to grow in mind and body. The middle school curriculum and activities have been planned to help you during this exciting time of your life.

This handbook will help you to understand what opportunities are available to you. It is important that you read this handbook from cover to cover so that you are familiar with the school's rules, procedures, and activities.

We look forward getting to know each of you. We encourage you to do your very best in your study, to get involved in some extracurricular activities, and to be a good school citizen by following the established school rules. This will insure that all students will have the best opportunity to feel good about themselves and be successful at school.

Chip Stutzman  
Principal

TELEPHONE NUMBER - 237-2900

FAX NUMBER - 237-5523

# NEW HAVEN MIDDLE SCHOOL

## STAFF MEMBERS

Mr. Jordan Willimann

Mrs. Danielle Anderson

Mr. Jim Scheer

Mrs. Debra Smith

Mrs. Julie Westermeyer

Mrs. Jamie Miller

Mr. Caleb Gortney

Ms. Traci Whitacre

Mrs. Katherine Taylor

Mr. Jordan Willimann

Mrs. Katie Borcharding

Mrs. Mandy Koch

Mrs. Eileen Roth

Mrs. Debbie Muir

Mrs. Gayle Carey

Mrs. Renee Laune

Mr. Chip Stutzman

## SUBJECTS

8th Grade Homeroom  
Math

Special Education

7th Grade Homeroom  
Science/Health/Spelling

8th Grade Homeroom  
Social Studies/Geography  
Spelling

7th Grade Homeroom  
English/Reading

## ELECTIVE SUBJECTS

Family and Consumer Science  
Industrial Arts

## SPECIAL CLASSES

Language/Speech Therapy

## ACTIVITY CLASSES

Vocal Music  
Physical Education  
Art  
Band

## STAFF

Counselor  
Secretary  
Technology Coordinator  
Librarian  
Principal

## MIDDLE SCHOOL ACTIVITY SPONSORS

7 <sup>th</sup> Grade Sponsor	Mr. Jim Scheer
7 <sup>th</sup> Grade Sponsor	Mrs. Julie Westermeyer
8 <sup>th</sup> Grade Sponsor	Mrs. Debra Smith
8 <sup>th</sup> Grade Sponsor	Mr. Jordan Willimann
Student Council	Mrs. Danielle Anderson/Mrs. Debra Smith
National Junior Honor Society	Mrs. Julie Westermeyer
7 <sup>th</sup> & 8 <sup>th</sup> Grade Boys' Basketball	Mr. Jordan Willimann
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls' Basketball	Mr. Jake Witthaus
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls' Volleyball	Mrs. Sharen Speckhals/Mrs. Ashleigh Riegel
7 <sup>th</sup> & 8 <sup>th</sup> Track and Field	Mr. Mike Hagedorn
Middle School Band	Mrs. Mandy Koch

## NEW HAVEN MIDDLE SCHOOL EXTRA-CURRICULAR RULES

The following rules are provided for students who participate in basketball, volleyball, cross country and track.

1. Students must maintain both; a C- average of all grades and have not received more than 1 failing grade on the latest mid-term and/or quarter grades.
2. If a student becomes ineligible, that student will be placed on academic probation for a period of two weeks. While on probation, the student can continue to practice, but cannot participate in any activity for two weeks. If at the end of the two week period, the student is eligible, he will be allowed to participate. If the student is failing at the end of the probationary period, then he will be ineligible until the next notification of grades (midterm or end of quarter). This gives the student a chance to raise his grade to a C- and also a chance to regain his eligibility at the same time.
3. Students must be dependable and prompt about attending practice and games.
  - a. 1 unexcused absence of game and/or practice results in missing 1 game and any other penalty the coach deems appropriate.
  - b. 2 unexcused absences from games and/or practice results in dismissal from team/squad.
  - c. Excused absences are: death in family; doctor appointments; sickness resulting in missed school time; or other responsibilities that are unavoidable.
  - d. The student must contact the coach/sponsor when an absence occurs. Unless a coach/sponsor is notified, an absence is considered unexcused.
  - e. If you attend school you must attend practice unless excused by the coach.
  - f. If practice day is missed before a game you will not start unless we are short of players to play the game.
4. Students playing sports must participate in 14 practices before they can participate in a game.
5. Students must ride the school bus to and from games unless parent contacts coach or sponsor and makes other arrangements.
6. The use of drugs, alcohol, or tobacco is prohibited. If caught the student will receive 1 game suspension and any other penalty that the coach/sponsor deems appropriate. A second infraction will result in removal from the team/squad. Additional consequences may result, as defined in the school wide discipline rules.

## SPORTS

All students in good standing academically and who maintain good citizenship are eligible to participate in the following sports:

GIRLS: Cross Country (Grades 7-8)

BOYS: Cross Country (Grades 7-8)

GIRLS: Track (Grades 7-8)

BOYS: Track (Grades 7-8)

GIRLS: Basketball (Grades 7-8)

BOYS: Basketball (Grades 7-8)

GIRLS: Volleyball (Grades 7-8)

Any student before participation in activities governed by the Missouri State High School Activities Association must meet their requirements. In addition, other requirements that the coach, sponsor, and school see fit must be met and/or followed. (See extracurricular rules.)

Any student planning to participate in interscholastic athletics must have parental permission, a physical examination plus proof of valid insurance or waiver from insurance coverage before he/she can practice or play in the games.

## STUDENT COUNCIL

The purpose of Student Council is to promote school activities and school spirit; to plan programs and activities relating to the school and community; and to promote the general welfare of the school. Membership consists of elected officers and class representatives. Members are expected to demonstrate good citizenship at school and in the community.

## NATIONAL JUNIOR HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. Membership in a local chapter is an honor bestowed upon a student. To be considered for membership, students must be in the 7<sup>th</sup> or 8<sup>th</sup> grade and have been in attendance for at least one semester. The student's grades in math, science, social studies, English and reading are averaged together at the end of the 1<sup>st</sup> semester. If a student has an 85% average or higher, he or she is then rated by the faculty based on service, leadership, character, and citizenship. Any student who has an "above average" rating overall, is offered a membership into the National Junior Honor Society.

## MIDDLE SCHOOL MUSIC CONTEST

Occasionally, the Middle School Band or Choir attends a music contest in February or March. Students may wish to enter an instrumental or vocal solo or ensemble (trio, quartet, etc.). Students must have approval of the band or choir director and perform in a local concert before the contest. Daily practice is encouraged and once-a-week rehearsals with the band or choir director are required.

## DRESS CODE

Although students at New Haven Middle School are not highly restricted in their dress, all students should at all times during school hours be dressed and groomed in a manner that is in keeping with the accepted community attitudes and compatible with modern styles which do not bring the good judgment of the individual into question. Students participating in or attending an extracurricular activity as a spectator must dress according to the school rules and sponsor or organization requirements.

1. Students are not to wear tank tops, half shirts, hats or “headwear” at any time. Shirts must be short or long sleeve, and must be long enough to be tucked into their pants or shorts. Shorts should be of reasonable length.
2. Sunglasses are not to be worn in the building.
3. Clothing which contains or displays profane language, indecent material, or markings and/or insignias which display obscenity is prohibited.
4. Clothing that displays or advertises tobacco or alcoholic beverages is also prohibited.
5. The wearing of clothing so as to allow the exposure of undergarments is prohibited.

The wearing of such clothing will result in eighth hours, or the student may be sent home or given school clothing to wear.

## BULLYING

New Haven Middle School follows the guidelines set forth by the policy adopted by the Board of Education (Policy 2655). The policy, and necessary forms, can be found on the district website at <http://www.newhavenschools.org/>. Bullying forms can also be acquired through the high school office.

## SCHOOL LUNCHES

Breakfast and lunch are served daily. Breakfast is \$1.70. School lunch cost is \$2.25 per day. Updates are sent home every Friday for students with negative account balances. Parents can ask for a balance inquiry at any time during the school year or access account balances through the Parent Portal on our school website. If your balance due reaches \$10, your child will no longer be allowed to charge a school meal. At that point, they will receive only an alternate meal until the balance is paid. Free and reduced lunches are available if your family qualifies. Forms are sent home in the Welcome Packets during Open House or at the time of enrollment and are available in the school office at any time. Application and acceptance are confidential.

## HEALTH

No pupil in New Haven Public Schools shall attend while infected with a contagious or infectious disease, or while liable to transmit such a disease after having been exposed to it. If cases of doubt occur, the superintendent shall have the authority to require a certificate from the student's physician that the child is not liable to transmit such a disease.

## SAFE SCHOOLS ACT

Under provisions of the Safe Schools Act, school district administrators must report acts of school violence and certain behavior that would be felonious if the student were an adult to the local law enforcement agency (New Haven Police Department), and to teachers and other employees with a "need to know". Anyone interested in reading the Safe Schools Act(House Bills Nos. 1301 & 1298) may view a copy at the school office.

## STUDENT GRADING

All grades and test scores for daily class work are recorded by teachers in their grade books. At the end of each quarter grades cards are issued to each student. At the end of the first quarter parent-teacher conferences will be scheduled to discuss each student's progress during the first quarter. Semester grades are included on the grade card at the end of the second and fourth quarter grading period. Progress reports will be sent to the parents of students doing failing or near failing work. They will be sent between regular grade reports during the fifth week of the quarter.

### GRADING SCALE

<b>A</b>	95% to 100%	<b>OUTSTANDING</b> - Unusual achievement for grade level.
<b>A-</b>	92% to 94%	
<b>B+</b>	87% to 91%	<b>ABOVE AVERAGE</b> - Completes and understands ideas presented.
<b>B</b>	83% to 86%	
<b>B-</b>	80% to 82%	
<b>C+</b>	77% to 79%	<b>AVERAGE</b> - Satisfactory progress. Seems to understand major ideas presented.
<b>C</b>	73% to 76%	
<b>C-</b>	70% to 72%	
<b>D+</b>	67% to 69%	<b>BELOW AVERAGE</b> - Does not seem to understand all major ideas presented. Completes little assigned work satisfactorily.
<b>D</b>	63% to 66%	
<b>D-</b>	60% to 62%	



## CONDUCT OF PUPILS

Every student shall obey the rules, regulations and directions of the teachers, principals, superintendent, and the Board of Education and shall observe good order and deportment. He shall be respectful to teachers and schoolmates, and be clean and tidy in appearance and attire.

### CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal in accord with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school shall be required to pay for all damages and may be subject to additional disciplinary action.

### USE OF PROFANE OR INDECENT LANGUAGE

Any pupil who shall, on or around the premises, use or write any profane or indecent language or draw an indecent picture or representation, shall be deemed guilty of a serious offense and be liable to eighth hours, suspension, or expulsion.

### INSUBORDINATION

Any pupil who is guilty of habitual truancy, violent opposition to authority, repetition of an offense after being corrected, habitual and determined neglect of duty, or whose general bad conduct and example tend to injure the school and his fellow pupils may receive eighth hours or be suspended by the principal or superintendent.

### USE OF TOBACCO

There is to be no possession or use of tobacco on school property while in school or while attending a school sponsored activity.

### DRUG ABUSE

The guest of a student, or visitor to the school who is under the influence of a prohibited controlled substance on school property, and/or when attending a school event will be reported to the proper legal authorities and not allowed to attend any events in which New Haven Public Schools participates for a year.

In the event that a student is dealing in (selling or pushing) prohibited controlled substances on school property, in school and when attending or participating in

school events, the student will be suspended for ninety days (semester). A second offense of this nature will result in expulsion from school.

A guest or visitor to the school who is dealing in or possesses prohibited controlled substances will be reported to the proper legal authorities and not allowed to attend any events in which New Haven Public Schools participates for a year.

In addition to each of the above student situations, the police, and other proper authorities will be contacted and the student will be required to receive professional counseling and a student, parent, principal conference held before he/she will be readmitted to school.

A student who takes any medication is required to advise the principal, so that the taking of the medication will not be misunderstood. Students having to take medicine at school must check it in with the principal's office. Students will be allowed to take it at the required time.

### ALCOHOLIC BEVERAGES

Students shall not consume, be under the influence of, deliver or have in their possession alcoholic beverages while in school, on school property or while attending a school event.

A student may receive either an in-school suspension or an out-of-school suspension. The type of suspension he/she receives will be the decision of the principal. During either type of suspension the student will not be allowed to attend or participate in any school activities. With an out-of-school suspension the student is not to be on the school grounds at any time school or school activities are being conducted. If a student violates the above, the suspension will be increased.

### DISCIPLINE POLICY

New Haven Middle School follows the guidelines as set forth by the Safe Schools Act that has been adopted by the New Haven Board of Education. Students may be subject to specific provisions of the Safe Schools Act. Anyone wanting a copy of this document should contact the middle school office: 237-2900.

Students are not to be in possession of cell phones, camera phones, or any device with earphones during school hours. This includes all areas of the building, grounds and bus.

First offense- one eighth hour

Second offense- one day In-School-Suspension and parent must pick up phone

Third offense- one Saturday School and parent must pick up phone

Subsequent offenses- Out-of-School Suspension

The following is a summary of the punishment procedures which will be used by the administration. The seriousness of the offense and the number of past offenses will be

determining factors as to which punishment will be used. Any student sent to the office by a teacher while the principal is out must remain in the office until the principal returns.

A student sent to the office for a **minor offense** will be given one of the following punishments:

- 1) Corporal punishment (one swat)
- 2) Eighth hour (one)
- 3) Writing assignment, to be assigned by the principal or teacher.

If a student is assigned a writing assignment it is to be completed and turned in to the principal by the beginning of school the following day. The assignment will be checked by the student and principal or teacher before the beginning of school. Failure to follow this procedure will result in the student receiving two eighth hours. Second offence: One day I.S.S.

Third offence: Two days I.S.S.

Fourth Offence: One Saturday School

Some examples of minor offenses are as follows:

- 1) Misconduct in classroom, hallway, assembly, school grounds, or at a school function.
- 2) Refusal to follow teacher instructions.
- 3) Cursing and/or offensive language or gestures.
- 4) Public display of affection (kissing, unnecessary body contact, sitting on lap, etc.).
- 5) Being in the school building unsupervised or without permission.
- 6) Chewing gum, eating food and/or candy in class, hallways, or gym.  
Drinking soda in class, hallways, or gym. Food, soda, and candy are not to be kept in lockers. Drink machines may only be used before or after school. Misuse of these machines or failure to clean up after use will result in the machines being shut off or removed.
- 7) Violation of dress code.
- 8) Sleeping in class.
- 9) Students are not to be in possession of beepers, pagers, cell phones, etc. during school hours. This includes the school building, grounds and bus.
- 10) Possession of lighter, matches, or any flammable instrument

The fourth referral to the office for minor offenses will result in one day I.S.S. The fifth, and any subsequent referral for a minor offense, will result in one Saturday School.

**Tardy Policy:** A student is deemed tardy whenever he or she fails to report to class on time. Tardies will be excused if proven that the student could not avoid the tardy. All tardies to class will be excused or unexcused by the instructor. When a student has received **FOUR** unexcused tardies the student will be assigned one eighth hour. This is four tardies for the school year, not quarter or semester. The fifth tardy will result in two eighth hours. The sixth and subsequent tardy will result in assignment to Saturday School.

**Homework Policy:** Refusal to do class work or to complete assignments will result in the student being sent to the office only after the teacher has tried to work with the student in the classroom and still isn't getting results.

**First offense:** Student is sent to the office to complete the assignments in the principal's office. Also, a note will be mailed to the parent.

**Second offense:** Student will be assigned two eighth hours with the teacher who referred him or her to the office. During this time the student and teacher will work together to complete the assignment and any other assignments the teacher has given.

**Third offense:** Students will be assigned to one day of ISS

**Fourth offense:** Students will be assigned to Saturday School for the fourth and any subsequent violations for the remainder of the semester.

This sequence will be followed at the beginning of each semester.

A student sent to the office for a **major offense** will receive punishment in the following manner unless otherwise noted:

For a **first** major offense, a student may be subject to Saturday School, in-school suspension, out-of-school suspension, or may be referred to the superintendent for a long term suspension or expulsion. Also, as mandated under the Safe School Acts, referral to the police may be necessary along with documentation in the student's discipline file.

A **second and/or subsequent** offense will result in a long term in-school suspension, out-of-school suspension, multiple Saturday Schools, or referral to the superintendent, police, and documentation in the student's discipline file.

Some examples of major offenses are as follows:

- 1) Cursing or verbally abusing another student.
- 2) Cursing or verbally abusing a teacher.
- 3) Fighting, striking, or physically abusing another student.
- 4) Striking or physically abusing a teacher. Referral to Superintendent.
- 5) Use of tobacco or possession of such on school grounds or at school sponsored activities.
- 6) Use of alcohol or drugs or possession of such on school grounds or at school sponsored activities.
- 7) Cheating: Daily assignments, tests, etc. Student will receive an "F" on the assignment along with assignment to Saturday School.
- 8) Possession of or attempted use of a dangerous weapon. Students are not to carry knives of any length.
- 9) The use or attempted use of an object or dangerous weapon to inflict bodily injury to another person. **Referral to superintendent and possible referral to police department.**
- 10) Theft: Theft of school or student property. Punishment will depend on seriousness of the offense and could result in referral to police department.
- 11) Truancy (skipping school) and/or leaving school grounds without permission. A student is considered in or "at" school as soon as he/she arrives at the beginning of the day. Any student who is not in attendance without permission from their parent or the school will be considered truant. The first

offense will result in assignment to Saturday School. Subsequent offenses will result in out-of-school suspension.

- 12) Damage to or destruction of school property. Punishment will depend on the seriousness of the offense. The student will pay for the damages. Failure to pay will result in withholding of credit for the semester.
- 13) Arson-Starting a fire or causing an explosion with the intention to damage property or buildings.
- 14) Assault-Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. Attempting to kill or cause serious physical injury to another.
- 15) Bus Misconduct-Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.
- 16) Disparaging or Demeaning Language-Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will be not punished.
- 17) Disruptive Speech or Conduct-Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.
- 18) Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- 19) False Alarm-Tampering with emergency equipment, setting off false alarms, making false reports.
- 20) Sexual Harassment-Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing.

Punishment for any offenses not listed will be at the discretion of the administration and the teacher. This overall discipline policy will be in effect at all school sponsored activities and on school busses as well as when school is in session. Discipline policies may be appealed to the Board of Education.

After a student receives two office referrals, those and all further discipline referrals will be mailed home.

### ZERO TOLERANCE PROGRAM

The New Haven Middle School offers a Zero Tolerance Program to our students. The program was adopted in order to insure your child does not fall behind in their class work. Written permission by a parent/guardian will allow any teacher for whom an assignment was not turned in that day to keep the student after school that **same day** in order to make sure the assignment is completed and turned in. If, on a rare occasion, the student will be unable to stay after school it is requested that the parent/guardian call or send a note to let the school know.

The Zero Tolerance Program is not set up to punish a student. It is part of the District's At Risk Policy. The program allows the student to complete any missed work with the aid of a teacher. The student can leave when the work is completed. **If a student chooses not to participate in the program, any missed work will result in the student being given an office referral, and the student will be subject to the discipline policy for incomplete work.**

## SATURDAY SCHOOL

Goal and Purpose: To provide an alternative to extended time spent in I.S.S. while keeping the student in the classroom setting . The time served for detention will be Saturday mornings, 8:00 a.m. to 12:00 p.m.

Students will still be attending class with their regular teacher during school time, but will also work on assignments during their Saturday detention which will be supervised by a teacher.

Saturday Detention Rules: (Violation of rules may result in the student being sent home or suspended.)

1. Students must be on time. The door will be locked at 8:00 a.m. Lateness or failure to report as assigned will result in an additional Saturday detention being assigned. If the student then fails to report, they will receive an out-of-school suspension of three days for the first violation. Subsequent violations will result in out-of-school suspension of longer length.
2. Students will not be allowed to leave the room for any reason except the regular break each student will be given at 10:15.
3. Students will have an assignment sheet and are to work on assignments. If all assignments are completed, the student may read a library book. Students must bring pens, pencils, paper, and all textbooks required to complete assignments.
4. There will be no food, drink, gum, or candy of any kind allowed in the detention study hall.
5. Students will not be allowed to talk, and communication with the teacher is to be done by raising the hand. Students will be assigned seats and are not to leave it without permission.
6. It is the student/parent responsibility to provide transportation. Students will exit the building immediately after dismissal from detention.

7. A detention may be rescheduled only for illness, family emergencies, or family obligations. In order for a detention to be rescheduled for the above reasons, it must be done by the parent or guardian by contacting the school principal or superintendent before the Saturday that the detention is to be served. Failure to do so will result in the absence being considered unexcused, and an additional detention will be assigned along with the one or ones to be originally served.
8. Refusal to serve a Saturday detention will result in an out-of-school suspension of 1 to 90 days.

### IN SCHOOL SUSPENSION

1. Students are to bring all study materials to room: books, paper, pencil, etc.
2. Students will not be allowed to leave ISS except for a break in the morning, at lunch, and in the afternoon. There will be a 15 minute lunch break. Breaks will be taken individually.
3. Students will not be allowed to sleep, chew gum, drink or eat any food with the exception of lunch.
4. Students are not to talk in ISS.
5. Desks will be placed so students cannot make eye contact with other students.
6. All work assigned during ISS must be completed before the student may return to the classroom.
7. Misbehavior in ISS will result in additional time spent in ISS.
8. Students who refuse to go to ISS or who chronically misbehave in ISS will receive an out of school suspension of equal days, and then must makeup ISS upon return to school.
9. Students will receive credit for tests and/or daily assignments completed during ISS only.
10. During ISS the students will be given class assignments and extra work by the teachers and principal, as well as any tests that are given during the suspension.
11. Students are not allowed to attend any extracurricular activities during ISS.
12. Dates assigned ISS will be at the discretion of the administration. The policy concerning participation and attendance of extra-curricular activities will go into effect as soon as the punishment is determined.

## SUSPENSION POLICY

ANY SUSPENSION MAY BE APPEALED TO THE SUPERINTENDENT OF SCHOOLS. A student may receive an in-school or an out-of-school suspension. The type of suspension he/she receives will be the decision of the principal. During either type of suspension the student will not be allowed to attend or participate in any school or extracurricular activity. With an out-of-school suspension the student is not to be on the school grounds at any time school or school activities are being conducted. If a student violates the above, the suspension will be increased.

During in-school suspension, the student will be given class assignments and extra work by the teachers and principal, as well as any tests that are given during the suspension.

Students will receive credit for tests and/or daily assignments completed during I.S.S. only. Students receiving out-of-school suspension will not be allowed to make up missed assignments or tests. All work assigned during in-school suspension must be completed before the student can return to the classroom.

For a student to be readmitted to class from an out-of-school suspension his/her parent(s) or guardian must have a conference with the principal.

Dates assigned I.S.S. will be at the discretion of the administration. The policy concerning participation and attendance of extra-curricular activities will go into effect as soon as punishment is determined.

## EIGHTH HOURS

Eighth hours are another technique of disciplining students. The principal will have the responsibility of assigning students to eighth hour. Minor classroom and other offenses may result in eighth hours being assigned to a student.

1. Eighth hours will be held from 2:50-3:40.
2. Students will be given a discipline notification when assigned an eighth hour. These should be given to the parents by the student.
3. It will be the student's and parent's responsibility to provide for his/her transportation.
4. Students not attending eighth hour who cause problems during the hour, or those not meeting the above, will be assigned additional eighth hours, or may be suspended, either in-school or out-of-school.  
Failure to attend eighth hour will result in:  
First offence: Two eighth hours  
Second offence: One day I.S.S.  
Third offence: Two days I.S.S.  
Fourth offence: One Saturday School



Specific rules for the hour are:

- A. If you are late, another eighth hour will be assigned.
- B. 1. Time is to be used for studying class assignments. You are to have all of your textbooks, pencil and paper.  
2. Students who do not bring assignments to work on will be given an assignment by the supervisor.  
3. Pencils are to be sharpened before 2:50.  
4. After 2:50 there is to be no talking or moving around the room.  
5. Failure to comply with 1-4 will result in additional eighth hours being assigned each time any or all are not followed.
- C. Excused absences from school will result in the student making up the eighth hour.
- D. One unexcused absence will result in one day I.S.S.
- E. Subsequent unexcused absences will result in two days I.S.S.
- F. A student may ask for reassignment of an eighth hour only with a note or call from the parent. This may be done only twice.

### ATTENDANCE POLICY

All students are expected to be in regular attendance and be on time for classes. This will promote habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, class failure and discipline problems.

Parents should contact the middle school office at 237-2900 as soon as possible on the day of the absence to notify the school when their student is unable to attend and the reason for the absence. If contact is not made by the parent the school will attempt to make contact. Parents must call the school or send a note explaining the reason for the absence. Student excuses will not be changed after ONE day following his/her return to school. An example would be a student who is absent on Tuesday and has not called or sent a note by Thursday at 8:10 am will be given an unexcused absence for Tuesday.

Student absence is not to exceed a total of eight per semester. Students are allowed eight total absences per semester. This includes excused and unexcused absences. The following absences only will be excused once a student exceeds eight in one semester: 1) absence excused through a doctor's office; 2) absence excused through a dentist's office; and 3) absences missed due to a death in the immediate family. A note or telephone call from the doctor's office must accompany the student's return in order for the absence to be excused. Unexcused absences may be made up on Saturdays per the student's request and approval by the principal.

A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total of eight permitted.

Only the absences listed above will be excused once a student exceeds eight absences. If the student is unexcused all assignments, tests, etc. will be given a grade of 0% unless work is completed during 8th hour or Saturday school.

Loss of credit due to absence may be appealed to the principal and superintendent. If not satisfied with their decision it may then be appealed to the school board. Their decision will be final.

## STUDENT ABSENTEEISM

After an absence, the student must bring a written excuse from the parent. A telephone call from either the parent or doctor's office will serve in place of a written note. If the reason for an absence is a doctor/dental appointment, then a note from the doctor/dental office should accompany the student's return to school. A student will not be excused for an absence unless the above policy is followed.

For a student to be allowed to leave school during the day a note must be sent or telephone call made by the parent explaining the need to leave school. This must be cleared through the office before they are to leave. Depending on the reason for the absence, it will be excused or unexcused. A parent, guardian or approved adult must sign the student out from the office and the student will sign back in when returning.

Excused absences are as follows:

1. Personal illness of student
2. Death or serious illness in the family
3. Religious holiday
4. Approved and supervised school activities
5. Medical and dental appointments when such appointments cannot be arranged for other than school time
6. Half day for driver's test.
7. Unusual hardship situations approved by the principal's office.

Absent with family for reasons other than those previously listed: example-family vacation. These absences must be cleared through the principal one (1) week prior to the absence. All assignments must be completed and turned in upon the student's return to school. Any test missed must be made up at the teacher's discretion. Student's will be excused a max of five (5) days for vacation per school year, assuming they do not exceed the eight (8) allowable absences per semester. Any absence beyond the allowed eight(8) per semester will only be excused if it meets the criteria discussed earlier.

Home absences that are not classified as emergencies will not be excused. Hunting, fishing, Cardinal games, etc. are considered unexcused.

After three unexcused absences the student will receive one day I.S.S.

Credit will not be given for work missed during an unexcused absence unless completed outside of school hours (Saturday school or eighth hour)

Students are required to be in attendance at least one-half day to be eligible to participate in or attend a school sponsored extracurricular activity occurring that day or evening. This applies to Saturday activities as well. Parents are required to contact the principal's office in advance of the event if the student must be absent. In the case of an unavoidable emergency, the principal reserves the option to declare the student eligible or ineligible to participate.

ALL STUDENTS ARRIVING LATE TO SCHOOL MUST CHECK IN AT THE OFFICE. THEY WILL BE ISSUED AN EXCUSED OR UNEXCUSED TARDY TO CLASS BASED ON THEIR REASON FOR BEING LATE.

### MAKING UP WORK

The student is responsible for making up work and for contacting the teacher(s) to find out what assignments are to be made up. The student will be allowed to make up missed work for excused absences only, provided the work is completed within a time frame equal to the amount of time missed. It is the responsibility of the student to request work and to see that it is completed on schedule.

### TARDY POLICY

A student is deemed tardy whenever he or she fails to report to class on time. Tardies will be excused if proven that the student could not avoid the tardy. All tardies to class will be excused or unexcused by the instructor. When a student has received FOUR unexcused tardies the student will be assigned an eighth hour. This is four tardies for the school year, not quarter or semester. The fifth tardy will result in two eighth hours. The sixth and subsequent tardy will result in assignment to Saturday School.

### PASSES

For a student to be in the hallways after the tardy bell has rung he/she must have a pass. Students must get a pass from his/her last hour teacher or his/her present class teacher to be in the hall. However, if a student asks to leave the classroom the teacher may deny the student the pass.

### TRUANCY/NON ATTENDING POLICY

The New Haven School District believes that regular attendance in class is in the best interest of the student. Rules and procedures governing truancy and other forms of non-attendance are outlined in the Student Handbook in accordance with district policy. The student is responsible for knowing the rules and the consequences of not conforming to the rules.

## ACTIVITY DAY RULES

Any student who receives 4 office referrals for minor offenses, a Saturday school, or suspension will not attend activity time for that quarter. Any student that must stay more than three times to complete assignments will not attend activity time for that quarter. Students not attending activity time will be monitored by a teacher and work on assignments in the classroom.

NEW HAVEN MIDDLE SCHOOL RETENTION POLICY

- I. Students enrolled in the New Haven Middle School shall be automatically retained if at the end of the school year they fail two or more required core curriculum courses.
  - A. Definitions:
    - Middle School-Consists of 7th and 8th grades.
    - Retained-To require a student to repeat a grade level and not to be promoted to the next grade level at the end of the school year.
    - Failing Grade-Having an average grade below 60% at the end of the four quarter grading period.
    - Core Curriculum Courses-The required subjects of math, language arts, social studies, science, reading, and spelling.
  - B. The only exception to Part I of the Retention Policy is a student who has previously been retained and students in special education classes who have Individual Education Plans. Their retention will be reviewed on an individual basis. Retention of students in special education will be reviewed by the special education teacher, the director of special services, and the principal.
  - C. The final decision on a student's promotion or retention will be made by the principal.
- II. Students enrolled in the New Haven Middle School who fail any two classes, either required or elective, such as band, music, art, home ec, industrial arts, and physical education will be considered for retention.
  - A. A committee of middle school teachers and the principal will consider the student's age, effort, aptitude, attitude, and attendance when evaluating these students for retention.
  - B. The final decision on a student's promotion or retention will be made by the principal.
- III. Students who transfer to New Haven Middle School during the school year are subject to this Retention Policy. Their final grades will be determined by averaging their transfer grades with grades received after enrollment.
- IV. Parents of students who have failing grades at the midterm of each quarter will be notified by letter.

## STUDENTS RIDING TO AND FROM SCHOOL SPONSORED ACTIVITIES

Students must ride the school bus or other school vehicles to and from all school sponsored functions, unless excused by the principal. In the event a student rides the bus to an event he/she is required to ride home on the bus, unless prior arrangements have been made with the principal and/or sponsor for a student to ride home with a parent. Students are not to be given permission to ride home with anyone except a parent (mother or father of the student). If a student does not follow this procedure or any of the following 1-12 disciplinary action will be taken.

### BUS CONDUCT

The New Haven School District provides bus transportation for its students. If this service is abused, your parents will be contacted by mail of the offense. The safety and well-being of all our students must be upheld. If there are more problems, a parent conference will be held; you may be temporarily suspended from riding the bus until this conference is held. In cases of chronic misbehavior, students will be banned from riding the bus. In this case, it will become your parent's responsibility to provide you with transportation to and from school. The following instances may lead to suspension of bus riding privileges:

1. Failure to obey the rules and regulations of New Haven Public School District for riding busses.
2. Failure to obey reasonable and simple directions given by the driver.
3. Smoking on the bus or bus stop.
4. Fighting on the bus or bus stop.
5. The use of profane or obscene language on the bus.
6. Loud or obscene behavior.
7. Leaving the bus without permission except at home stop and student's school.
8. Chronic loud, disruptive behavior.
9. Destroying or dismantling the seats, etc. on the bus.
10. Throwing of any objects.
11. Any other act which endangers the health and safety of the riders.
12. Students are not to eat or drink soda or other beverages on the bus unless they have permission from the driver and/or sponsor.

Students will be assigned a seat when the driver or administration deems it necessary.

### ASSEMBLIES

Students will be involved in a number of assemblies throughout the year. Designated seating for assemblies will be announced. Student behavior is expected to be respectful and attentive for any program that is being presented. Students reported by any teacher not behaving in this manner may not be permitted to attend any other assembly for the remainder of the school year.

## STUDENT ILLNESS WHILE AT SCHOOL

If a student becomes ill at school to the extent he/she cannot continue, the student's parents will be contacted by the school office personnel. Students will not be allowed to go home without their parent being contacted. Aspirins and other types of medications will not be given out by the school personnel. A written request from the physician must accompany all medication to school. The district will not administer the first dose of any medication.

## CARE OF BOOKS

Students in grades 7-8 will be furnished texts without a fee. It is each individual student's responsibility to take care of these books. At the end of the year or if you withdraw from school, the books you were issued shall be returned. If they are lost or damaged, a fee will be assessed.

## LOCKERS

Students attending New Haven Middle School will be provided the opportunity to use a locker. These lockers will be kept neat, and are for the sole purpose of storage of school books, materials, and supplies required and necessary for the student's course of study. Lockers are not to be decorated on the outside. Tape should not be used in or on lockers. Magnets may be used to fix notes and schedules in place. Any mistreatment of a school locker may result in loss of the privilege to use the locker or disciplinary action.

## TELEPHONE

Telephone calls may be made to the school office (237-2900) between the hours of 7:45a.m. and 3:45p.m. If calls are made outside of office hours a message may be left on extension 2100. The office is not open on Saturdays, Sundays, or holidays. Students will be called to the telephone only in emergencies. Only messages of an urgent nature will be delivered to students. The telephone in the middle school office is a business telephone and will not be used for any other reason. It is the student's responsibility not to be tardy to class due to a telephone call.

## LIBRARY RULES

1. Reference books cannot be taken from the library without permission.
2. Reading books can be checked out for a two week period.
3. Atmosphere of the library is one of work not play.
4. Students must pay for books and other library materials if they are damaged or lost while they use them.
5. Students will be denied the use of the library if the above rules are not followed.

## CHANGE OF ADDRESS

Inform the middle school office of any changes in address or telephone number in order to help in addressing mail and in case of an emergency.

## MATERIALS AND SUPPLIES

Pencils may be purchased from the middle school office before and after school and during lunch for ten cents a piece. No other items will be available from the principal's office for student use.

## LUNCH PROGRAM

The cafeteria is a place where good human relations can be developed. Here each student will be expected to practice the rules of good manners which one would find in the home.

Each student will be expected to leave the table and surrounding area clean and orderly. Containers will be provided for trash and trays are to be returned to the proper area. Eating will be allowed only in the cafeteria.

## VISITORS

No visitors, excluding parents and individuals with official business or by the principal's permission, are to be at school at any time during the school day without their parents accompanying them. Visitors must check in at the principal's office. The office personnel will help you with your business.

## IMMUNIZATIONS

All students in the New Haven Public Schools shall be immunized in accordance with the state laws of Missouri

## INJURIES AND FIRST AID

Injuries of any nature should be immediately reported to the instructor who will then notify the principal's office. First aid supplies will be available for minor injuries only. The student's parents and physician will be contacted in case of severe injuries. This is why it is necessary and very important to have on record all medical history and parental emergency instructions and permission.

The school will furnish an emergency information/health inventory sheet to be completed and returned to the school office on the first day of school. This form must be signed by the parent or guardian.



## STUDENT INSURANCE

Student insurance will be available to the student through the Lawrence Smith Insurance Company of St. Louis. When the students are given their handbooks they will also be given an application form. Provided you want to buy the insurance, mail the application directly to the insurance company. You may purchase the insurance at anytime during the year. Applications may be obtained at the middle school principal's office. The school does not carry insurance on each student.

## USE OF BUILDING BEFORE AND AFTER SCHOOL

Students are not to be at school prior to 7:00 a.m. unless a teacher has scheduled an activity. Any student or group of students using the building before or after school hours because of extra-curricular or classroom activities must be supervised by a faculty sponsor.

## NONDISCRIMINATION ON THE BASIS OF HANDICAP

The board believes that discrimination against a qualified handicapped person, solely on the basis of handicap, is unfair. Furthermore, the board believes that qualified handicapped persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the board declares that the school district does not and will not discriminate on the basis of handicapping conditions in the education programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the board does business.

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and Public Law 94-142, the Education for All Handicapped Children Act of 1975, the New Haven #138 School District:

- \* May not discriminate against qualified handicapped persons in any aspect of school district employment solely on the basis of handicap;
- \* Must make facilities, programs and activities accessible, usable and open to qualified handicapped persons;
- \* Must provide free appropriate education at elementary and secondary levels, including nonacademic and extra-curricular services and activities to qualified handicapped persons;

- \* May not exclude any qualified handicapped persons solely on the basis of handicap from participation in any preschool education or day care program or activities, or from any adult education or vocational program or activity;
- \* Must provide each qualified handicapped person with the same health, welfare and other social services as are provided other persons.

The board will designate an individual to act as the district's Section 504 compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. Accordingly, it will be the policy of the board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to handicap to all of its students and employees.

#### Grievances - Alleged Discrimination on the Basis of Handicapping Conditions

It shall be the policy of the board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of handicapping conditions in educational programs governed by P.L. 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

The Superintendent of New Haven #138 School District is the district's coordinator for Compliance with Section 504. Any questions or concerns should be directed to him (237-3231).

#### PHILOSOPHY OF THE NEW HAVEN PUBLIC SCHOOLS

“Religion, morality, and knowledge being necessary to good government and happiness of mankind, public schools and the means of education shall be forever encouraged.”

#### NORTHWEST ORDINANCE OF 1785

The citizens of New Haven have long recognized the school as one of the several institutions contributing to such a historic recommendation as stated above. They have always accepted their responsibility by continuing faith in a system of free public schools

that effectively teach a constant realization of those ideals “promote the general welfare”, “constant realization of those and the pursuit of happiness”, etc.---which are basic to a citizenry capable of preserving and perpetuating our democracy and providing leadership in an ever changing universal society.

It is the belief of all those associated with the New Haven Public Schools that the meaning of freedom and the resources needed to preserve it can be achieved through a continuous program that will develop each child as far as possible into this devoted and intelligent citizenship. A citizenship, historically conceived, which is essential to a free and democratic republic of the United States of America.

To achieve this concept of education, the New Haven Public Schools recognize:

The chief concern of the school is the development of each person to the maximum of his social, emotional, physical, and spiritual potentialities.

That each individual with whom the school comes in contact with is a unique person, differing in many ways from his fellows. Each of these is capable of being modified, but no single method or approach can produce the desired change in all.

Thus, promotion or retention shall be in terms of the child’s total welfare, not in terms of convenience to the school system.

Learning is a result of life experiences through the modification and acquisition of responses by means of interaction with one’s environment.

Success in learning may be improved through the development of abilities to plan work systematically, beginning work promptly, working thoughtfully, contributing original ideas and materials, and finishing work promptly.

It is necessary to furnish each student with as many opportunities to see the needs of the group, opportunities for developing the qualities of fairness, self-control, dependability, friendliness or others.

## Sample Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that New Haven School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Haven School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Haven School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires New Haven School District to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the New Haven School District that they do not want their student's information disclosed without their prior written consent.

If you do not want New Haven School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of the current school year. New Haven School District has designated the following information as directory information:

- Student's Name
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

If you have any questions, or need further information, please contact Mr. Hoener at 573-237-3231.

## FIRE PROCEDURES

1. The New Haven Middle School fire alarm signal will be a continual blast by the fire alarm horn.
2. Quickly, but with organization, form single lines and leave rooms and buildings by suggested routes. (See fire drill plan.)
3. The classroom teacher must leave the room last and SHUT ALL WINDOWS AND DOORS AND TURN OFF THE LIGHTS. TEACHERS ARE TO TAKE THEIR GRADE BOOK WITH THEM.
4. Only one line of students should go out of a door when entering the hall, students should form a single line to leave.
5. When outside the building, go quickly to the designated area and stay clear if emergency personnel.
6. Students and/or faculty, should obey all commands from emergency personnel, faculty, and/or administration.
7. All students and faculty should make sure to stay clear of all electrical wires and poles and the area between the gym and the shop building.
8. Talking among students and faculty should be avoided in order to allow warnings and commands from safety personnel to be heard by all.
9. Remember that quickness and organization in leaving the buildings is very important. DO NOT PANIC!
10. Students should return to the building in the same manner in which they left the building, quickly, quietly, and in single file. In case of actual fire, students and school personnel should remain clear of the building and all fire equipment, remain quiet and listen for any commands which may be given.

## TORNADO DRILL PROCEDURE

When the area is under a severe weather or tornado watch, the building administrator or his/her designee should advise staff members. Upon receiving a local tornado warning, the alarms (ringing the bell in a series of short blasts) should be sounded.

Upon hearing the alarms, teachers should direct all building occupants to move rapidly, but quietly to the following designated shelter area via the direct route. Teachers should then take roll; keeping students quiet and calm.

Faculty and students in the gym and Southwest hall of the middle school should take shelter in the boys' locker room.

Faculty and students in the Northwest hall of the middle school should take shelter in the restrooms in their wing.

Faculty and students in the Southeast hall of the high school and industrial arts rooms should take shelter in the girls' locker room, and the restrooms in the Southeast hall for overflow.

Faculty and students in the Northeast hall of the high school should take shelter in the restrooms in that wing.

If alarms should sound during lunch middle school faculty and students should take shelter in the Northwest hall restrooms. High school faculty and students should take shelter in the girls' and boys' locker rooms.

As the storm approaches, instruct the students to assume a protective squatting position with hands locked at the back of the neck if possible. **Please note:** Even having to stand in the restroom is better than being in the hallways.

After the storm passes, check the shelter students for injuries. Report to the building administrator.

If a school bus is caught in the open when a tornado is approaching, students should exit and be far enough away so the bus cannot topple on them.

## EARTHQUAKE PROCEDURES

### A. Inside the school building

#### 1. If inside the school building at the time of an earthquake:

- a. Move away from windows and other potential hazards.
  - b. Get under desk or table or other shelter or against inside wall. If shelter moves, move with it and stay under.
  - c. Assume drop position and be silent so directions can be heard above the noise of the earthquake.
  - d. Stay in drop position until earthquake is over and/or further instructions are given.
2. After the initial shock and things settle down, teachers will evacuate classroom, being alert to possibility of aftershocks.
  3. When leaving classrooms, teachers should make every effort to take with them the roll book. Announce that nobody is to return to the room unless authorized to do so.
  4. Teachers will take classes to pre-arranged places on the grounds and will remain there until re-entry to school buildings has been approved, they are directed to take the students elsewhere, or they have been picked up by parents or other authorized persons.
  5. School will remain open indefinitely until every child has been released to parents or to an authorized person.

### Outside the school building

6. If outside the building or walking to or from school when an earthquake occurs:
  - a. Get clear of all buildings, trees, exposed wires, or others hazards that may fall. The safest place is in the open.
  - b. Assume drop position until earthquake is over.
7. After the earthquake, if on the way to school, continue to school. If on the way home, continue home.

On the school bus

8. Drivers should immediately stop the bus away from hazards.
9. Occupants should assume drop position under seats if possible or in the aisles.
10. After the quake, if on the way to school, continue to school; if on the way delivering students home, continue to do so.
11. If conditions do not permit such continuation, send message to superintendent or principal and wait for assistance.

## INTERNET/COMPUTER/E-MAIL ACCEPTABLE USE POLICY

The New Haven Public School System believes its Internet, Computer, E-mail and other information technology services ("I.T. Services") offer vast, diverse, and unique resources to its students. Our goal in providing access to these services is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Access to the Internet, for example, will enable students to explore thousands of libraries and other sources of information.

While our intent is to make district I.T. Services available to further educational goals and objectives, students may find ways to access other types of non-educational materials as well. Families should be aware, for example, that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

We believe that the benefits to students from access to district I.T. Services, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages; but, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources, in addition to any standards required by the district. To that end, the New Haven Board of Education supports and respects each family's right to decide whether or not to apply for access.

To gain access to the district's Internet, Computer and/or E-mail resources, all students must obtain parental permission, agree to abide by the district's rules as set forth herein, and return this form with the required signatures.

### **General Rules and Responsibilities**

The rules and responsibilities below will be followed by users of the district technology resources. Violation of these rules may result in the termination or suspension of the user's account (and/or other discipline) pending investigative measures.

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password for any reason is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Except as specifically permitted for the limited purposes set forth in this Acceptable Use Policy, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, or commercial purposes, or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws pertaining to the use of the district's technology resources, including but not limited to criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that is pornographic, obscene, child



- pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, regarding any product or service not permitted to minors is prohibited unless the user has obtained a Waiver as provided below.
  12. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that constitutes 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); presents a clear and present likelihood that, because of their content or their manner of distribution, 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 regulations is prohibited.
  13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
  14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
  15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
  16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
  17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
  18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Coordinator, or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. This prohibition includes but not limited to the following: computer "viruses," "hacking" tools, scripts, & logic bombs.
7. Accessing Proxy Servers for any reason without the permission from the Technology Coordinator is prohibited.

### **Online Safety - Disclosure, Use, and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others using District I.T. Services, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, or chat services, except in special cases where arrangements have been made in advance and approved by the district.

### **Electronic Mail**

A user is responsible for all e-mail originating *from* the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is prohibited.
2. Unauthorized attempts to read, delete, copy, or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating online that are expected in the classroom, and that are consistent with district policies, regulations, and procedures.

### **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges, and/or other discipline. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to the misuse or negligent use of the district's technology resources, including but not limited to the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries, or service interruptions. The district does not guarantee the

accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

### **PRIVACY DISCLAIMER**

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

A user of district I.T. Services DOES NOT have a legal expectation of privacy in the user's electronic communications or any other activities involving the district's technology resources.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

### **OPT OUT**

If you do not agree to the conditions of the Internet/Computer/E-mail Acceptable Use Policy, please contact the building principal and complete the opt-out forms that will be provided. Please note that students who opt out will not be permitted to use district I.T. services. Please also note that the inability to use district technology resources may have an adverse effect on grades and/or ability to participate in other district programs.

August 2017

### **Student- Parent Handbook**

The Student-Parent Handbook contains information for you and your child. Please review this handbook with your child. Sign, remove, and return this sheet to the middle school office.

### **User Agreement**

**I have read the Student-Parent Handbook for New Haven Middle School. I have read the Internet/Computer/E-mail Acceptable Use Policy for the New Haven School District, and I agree to comply with its rules and terms of use. In addition, I further specifically acknowledge and agree that I have read and understand the Privacy Disclaimer set forth in the Internet/Computer/E-mail Acceptable Use Policy.**

\_\_\_\_\_

Print Full Name of User

\_\_\_\_\_

Grad

\_\_\_\_\_

User Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**Please return this form to the middle school office by Friday, August 18, 2017.**