

August 2019

**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 high school office.

**User Agreement**

I have read the Student-Parent Handbook for New Haven High School. I have read the Internet/Computer/E-mail Acceptable Use Policy for the New Haven School District on page 30, 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please return this form to the high school office by Friday, August 23, 2019.**



New Haven High School  
100 Park Drive, New Haven, MO 63068  
573-237-2629

## 2019- 2020 Student-Parent Handbook

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### MISSION STATEMENT

“Cultivating Independent and Self-Sufficient Learners”

#### NEW HAVEN BOARD OF EDUCATION

Mr. Jim Eggers, Board President  
Mrs. Lauren Zobrist, Vice-President  
Mrs. Diane Gerling, Treasurer  
Mrs. Leanne Bauer, Board Member  
Mr. Dan Olson, Board Member  
Mrs. Michelle Otten, Board Member  
Mrs. Diane White, Board Member

#### NEW HAVEN HIGH SCHOOL ADMINISTRATION

Dr. Josh Hoener, Superintendent  
Mrs. Tina Wnuk, Principal

#### SCHOOL SONG

Come and join in song together  
Sealed by friendships tied  
Our beloved Alma Mater  
Sounds her praise again  
Hail to you our Alma Mater  
Ere to her be true  
Let us pledge in word and deed  
Our praise for New Haven High



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## CONDUCT OF PUPILS

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

## STUDENT IN GOOD STANDING

Students will not be allowed to miss a class for a school function if their current grade in that class is an F (including Jr. Firefighters). Students may also be withheld from school functions, including Senior Trip, if they have excessive absences and/or discipline.

## 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 superintendent. During either type of suspension, the student will not be allowed to attend or participate in any school activities. During an out-of-school suspension the student is not to be on the school grounds at any time. If a student violates the above, the suspension will be increased.

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

## DRUG ABUSE

In the event that a student is dealing in (selling or pushing) prohibited controlled substances on school property, in school or when attending or participating in school events, the student will be referred to the superintendent for a possible 90-day suspension. A second offense of this nature will result in expulsion from school.

The guest of a student or visitor to the school who is under the influence of a prohibited controlled substance or who is dealing in or possesses prohibited controlled substances 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 addition to each of the above student situations, the police and other proper authorities will be contacted. The student will be required to receive professional counseling and a student, parent, principal conference will be held before he/she will be readmitted to school.

## 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. This includes e-cigarettes and all tobacco like products.

## USE OF BUILDING BEFORE AND AFTER SCHOOL

Students are not to be at school prior to 7:00 a.m. or after 3:15 p.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.

## DISCIPLINE POLICY

New Haven High 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 high school office: 237-2629.

## BULLYING

New Haven High 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.

## MOBILE DEVICES

Students are not to be in possession of or using cell phones, camera phones, or any devices with earphones during school hours. Personal computers, tablets, or mobile devices that connect to the internet are also not allowed at school. This includes all areas of the building and grounds.

First Offense – one eighth hour

Second Offense – one day I.S.S. and parent must pick up the phone

Third Offense – one Saturday School and parent must pick up phone

Subsequent offenses – Out-of-School Suspension.

## SCHOOL LUNCHES

Breakfast and lunch are served daily. Updates are sent home every Friday for students with negative 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 any time of enrollment and are available in the school office at any time. Application and acceptance are confidential.

## MINOR OFFENSES

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
2. Eighth hour
3. Writing assignment, to be assigned by the principal or teacher.

If the 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.

Failure to attend eighth hour will result in:

First offense: Two eighth hours

Second offense: One day I.S.S.

Third offense: Two days I.S.S.

Fourth offense: 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. 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. Snack and soda machines may only be used before and 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. Possession of lighter, matches, or any flammable instrument.
10. Excessive tardies.
11. Going to or returning to parking lot area after arriving at school, without permission.
12. Student attending extra-curricular activity not in attendance that day.
13. Inappropriate use of technology.

The fourth referral to the office for minor offenses will result in one day of 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 **THREE** unexcused tardies the student will be assigned one eighth hour. This is three tardies for the school year, not semester. The fourth tardy will also result in one eighth hour. The fifth and subsequent tardies will result in two eighth hours.

**Failure to complete assignments:** The classroom teacher will assign a student after school time to ensure that assignments are completed on time. If a student fails to complete or turn in an assignment, they will be assigned to a study hall/tutoring time after school that day or before school the following school day if circumstances warrant (example: family emergency or previously scheduled medical appointment which must be confirmed by a parent). The student will use that time to complete the assignment and/or to receive teacher assistance or tutoring as needed. After school study hall/tutoring begins at 2:50 p.m. Before school study hall/tutoring begins at 7:15 a.m.

Failure to attend assigned study hall/tutoring time will result in:

First offense: Two eighth hours

Second offense: One day I.S.S.

Third offense: Two days I.S.S.

Fourth offense: Must be made up at Saturday School

Students will be given an opportunity to notify the parent when assigned an after school study hall.

#### MAJOR OFFENSES

For a first major offense a student may be subject to 8<sup>th</sup> hour, 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 Schools Act, 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, physically abusing, or striking another student.
4. Striking or physically abusing a teacher.

5. Use of tobacco or possession of such on school grounds or at school sponsored activities. Includes e-cigarettes and all tobacco like products.
6. Use of alcohol or drugs or possession of such, including paraphernalia, on school grounds or at school sponsored activities.
7. Cheating/Plagiarism: Daily assignments, tests, etc. Student will receive an "F" on the assignment along with one of the aforementioned punishment steps.
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 or 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 or computer generated-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 not be 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 Alarms-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.

### SATURDAY SCHOOL

Goals and purpose: To provide 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 from 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. Student 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 assignments to work on. All assignments must be completed and will be graded. Students will receive credit for work completed. Work that is not completed will be given a zero. 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 noon, 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, 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 can 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 make up 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 extra-curricular 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

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 extra-curricular activity. During an out-of-school suspension, the student is not to be on the school grounds at any time. If a student violates the above, the suspension will be increased.

Students receiving out-of-school suspension will only be allowed to make up missed tests or assignments during Saturday School.

In order 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.

### EIGHTH HOURS

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

Eighth hour rules and regulations:

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 notices 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 offense: Two eighth hours

Second offense: One day I.S.S.

Third offense: Two days I.S.S.

Fourth offense: One Saturday School

#### **Specific rules for the hour are:**

- A. If you are late, another eighth hour will be assigned.
- B. Time is to be used for studying class assignments. You are to have all of your textbooks, pencil, and paper.
- C. Students who do not bring assignments to work on will be given an assignment by the supervisor.
- D. Pencils are to be sharpened before 2:50.
- E. After 2:50 there is to be no talking or moving around the room.
- F. Failure to comply with A-E will result in additional eighth hours being assigned each time any or all are not followed.

### 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 principal's office at 237-2629 by 10:00 a.m. 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 absence. Failure to call or send a note will result in an unexcused 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 8:10am will be given an unexcused absence for Tuesday.

The school day consists of four 90-minute periods. Student absence is not to exceed a total of eight per semester in any or all of the four 90 minute periods. Students are allowed eight total absences per semester. This total includes excused absences and unexcused absences. If a student exceeds eight absences in any class or classes they will not receive class credit for each day absent thereafter. All assignments, tests, etc. will be given a grade of 0%. The following absences will only 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 to school in order for the absence to be excused. **Unexcused absences may be appealed or made up on Saturdays per the student's request and approval by the principal.**

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.

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. If the student is suspended for any number of days which causes him to reach nine days/or beyond, he will lose credit for each day beyond the eight allowed for the semester. Loss of credit due to suspension may be made up on Saturday as per approval.

#### 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. The reason for the absence will determine whether the absence is excused or unexcused. The student will sign out from the office and 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 other than during school time
6. Half day for driver's test:
7. Unusual hardship situations approved by the principal's office.
8. Absent with family for reasons other than those previously listed: example-family vacation. These absences must be cleared through the principal one week before the absences occur. 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. Students 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 previously.

Home absences that are not classified as emergencies will not be excused. Hunting, fishing, Cardinals games, etc. are considered unexcused. Seniors will not be excused to have senior pictures taken. Senior pictures should be scheduled in the summer or outside the school day. ISS may be given for not attending honors study hall or dual credit classes. 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 during Saturday School.

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. 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.**

### 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.

### 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, except in the case of family vacations (see Student Absenteeism). An example would be that Monday's assignments will be due on Wednesday if the student was at school on Tuesday. It is the responsibility of the student to request work and to see that it is completed on schedule.

If a student misses an exam, he or she will have to meet with the teacher to set a time to take the make-up exam either before or after school or other arrangements will be made if the student must ride a bus.

### BUS CONDUCT

The New Haven School District provides bus transportation for its students. If this service is abused, 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; the student 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 the parent's responsibility to provide 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 the 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 at bus stop or possession of tobacco or tobacco like products.
4. Fighting on the bus or at the bus stop.
5. The use of profane or obscene language on the bus.
6. Loud or obscene behavior.
7. Leaving the bus without permission, other than regular school destination.
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, drink soda, or other beverages on the bus unless they have permission from the driver and/or sponsor.
13. Failure to sit in assigned seat.

Students will be assigned a seat when the driver and/or administrator deem it necessary.

### STUDENTS RIDING TO AND FROM SCHOOL SPONSORED ACTIVITIES

1. Students must ride the school bus or other school vehicles to and from all school sponsored functions, unless excused by the principal.
2. 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.



3. Students are not to be given permission to ride home with anyone except a parent or grandparent.
4. Special arrangements may be made in the case of a married student riding with spouse or in the case of a family emergency. In either case, prior arrangements must be made with the principal.
5. The principal shall be responsible for notifying sponsors or chaperones when such permission has been granted.

If a student does not follow this procedure or any of the above bus conduct rules, disciplinary action will be taken.

#### STUDENTS ATTENDING THE FOUR RIVERS CAREER CENTER

Students attending the area career center in Washington have the responsibility of contacting the NHHS office and the career center attendance office whenever they are going to be absent.

Students are to ride the school bus to the career center each day that it is in session. If there is a need to drive their own vehicle or another person's vehicle, they must obtain a permission form from the career center. It must be signed by the personnel at the career center and their parents before the high school principal will grant his permission for the student to drive. On this permission form the reason for the necessity to drive must be stated.

If a student misses the career center bus three times in one semester, he/she will be dropped from the career center program for the rest of the semester. A student may also be dropped from the program for excessive absences.

If one student is to ride to the career center with another student, he/she must have a parental note giving permission; one from the driver giving permission to transport another student and one from the rider giving permission to ride with the student driving each time this occurs.

If a student drives to the career center without permission or rides with another student without permission, he/she will be assigned to Saturday School. Subsequent violations will result in dismissal from the program for the remainder of the year.

On the days when the career center is not in session students are to be at NHHS no later than the start of third period.

Recommendations for 4RCC/ECC Dual Enrollment Classes:

Minimum requirements for application include the following:

- A. Students must have at least 4.00 ACC GPA at the end of 4<sup>th</sup> semester.
- B. Students must have at least 14 credits at the end of their sophomore year, or 21 at the end of their junior year.

C. Students must maintain at 4.00 ACC GPA at the end of 6<sup>th</sup> semester to remain eligible for the career center program.

Meeting requirements for application does not mean automatic selection. Selection will be based upon total slots available, and funds, to all 4RCC program.

#### CARE OF BOOKS

Students in grades 9-12 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 a student withdraws from school, the books issued must be returned. If any books are lost or damaged, a fee will be assessed.

#### EXTRA-CURRICULAR ACTIVITIES

Any student, before participating in activities governed by the MSHSAA, must meet their requirements. In addition, other requirements that the coach, sponsor, and school see fit must be met and or followed. See principal, coach, or sponsor for a copy of the code-of-ethics policy.

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

#### PARKING AND DRIVING CARS

Students are to park only in the high school parking lot above the high school. Students are not to double-park. There are to be no student cars in front of or behind the building or in the streets leading to and from the building. There is no parking on or along the street. Students are not to loiter in the parking lot after arriving at school. Students are to enter the building immediately after parking their vehicle and are not allowed to return to it without permission until school is dismissed. Students who do not follow the above guidelines will be subject to discipline steps and/or loss of driving privileges, or may have their automobile towed at their own expense.

#### DRESS CODE

Although students at New Haven High 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 extra-curricular activity as a spectator must dress according to the school rules and sponsor or sponsor organization requirements.

1. Students are not to wear tank tops, half shirts, hats or headbands at any time. Shirts must have short or long sleeves, and must be long enough to be tucked into their pants or shorts.

2. Shorts should be of reasonable length.
3. Sunglasses are not to be worn in the building.
4. Clothing which contains or displays profane language, indecent material, or markings and/or insignias, which display obscenity is prohibited.
5. Clothing that displays or advertises tobacco or alcoholic beverages is also prohibited.
6. The wearing of clothing so as to allow the exposure of undergarments is prohibited.

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

#### LOCKERS

Students attending New Haven High 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. Backpacks must be kept inside the locker and should not be left out in the hallway during class. 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 enrollment 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 (237-2629) between the hours of 8:00 a.m. and 4:00 p.m. The office is not open on Saturdays, Sundays, or holidays. Students will not be called to the telephone during class unless it is an emergency. Only messages of an urgent nature will be delivered to students.

#### VISITORS

All visitors must report to the office upon arrival. Students will not be allowed to have guests attend classes with them.

#### 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 will not be permitted to attend any other assembly for the remainder of the school year. Also students who have received five days or more of ISS or 3 days or more of OSS will not be permitted to attend assemblies.

#### SCHOOL DANCES

All school dances will be scheduled primarily for the participation of the present student body; however, students will be permitted to invite one guest of high school age or older. Guests must be currently in high school or have graduated from high school. Students who are not yet freshmen in high school are not allowed to attend. Each student will be responsible

for knowing the school rules and specific rules concerning the dance. It will be each student's responsibility to inform their guest of these rules. Violation of these rules will result in immediate removal of both the student and guest from the dance and loss of the foregoing privileges for an extended period of time. Also, the specific policies and rules that are broken will be applied to each situation.

Prom guests/date: Prom is a formal school gathering. As such, students are expected to invite their escort only. Any student who is not in the junior or senior class must be signed up by April 1<sup>st</sup> in the Principal's office.

If a New Haven High School student invites a student from another school or a person not attending school, the student must turn their guest's name in to the office before the dance or they will not be admitted.

Dress must be suitable to the type of dance and compatible with the school dress code. Mature young-adult behavior is expected at all times.

When one enters the building they are expected to stay until they are ready to leave. Once a student/guest leaves they will not be readmitted to the dance.

#### CORONATIONS

Students from all grades 9-12 are eligible to be crowned King/Queen of Winter Ball. Only students from grades 11-12 will be eligible for King/Queen for Homecoming. Prom King and Queen must be members of the senior class and must be on pace to graduate at the end of the semester. Candidates for all coronations must meet the extra-curricular eligibility requirements. Candidates must also have attended the New Haven School District or the Franklin County R-II School District for 12 consecutive months preceding the coronation and be considered a student in "good standing".

#### IMMUNIZATIONS, INJURIES, FIRST AID, STUDENT ILLNESS

All students in New Haven Public Schools shall be immunized in accordance with the state laws of Missouri. Injuries should be immediately reported to the classroom 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 the emergency information forms during registration. Each student will take the forms home for their parents or guardian to complete and sign. These emergency information forms must be returned to the principal on or before the first day of 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 personnel. Students will not be allowed to go home without their parent being contacted.

A student who takes any prescription medication is required to provide the school with a written request from the physician that the student be given medication during school hours. The district will not administer the first dose of any medication.

### STUDENT INSURANCE

Student insurance will be available to the student through KidGuard. When the students pick up their schedules in August each student will be given an application form. Provided you want to buy the insurance, mail the application directly to the company. You may purchase the insurance at any time during the school year. Applications may be obtained at the high school principal's office. The school does not carry insurance on each student.

### 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.

Students are expected to report to the cafeteria during their lunch period. Students will not be permitted to leave school during the noon hour or go to the student parking lot. Students must remain in the cafeteria until the bell rings. They may only leave the cafeteria with the permission of the supervising teacher and will only be allowed to use the restrooms in the middle school hallway.

### 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. Magazines cannot be taken from the library without permission.
4. Atmosphere of the library is one of work not play.
5. Students must pay for books and other library materials if they are damaged or lost while they use them.
6. Students will be denied use of the library if the above rules are not followed.

## CLASS DUES POLICY

The following shall constitute the class dues policy for New Haven High School. In the event a student decides to withdraw from the senior trip before November 1<sup>st</sup> the rate of refund will be as follows: All money will be refunded less the \$30.00 required for attendance to the junior/senior prom. Also, any money owed by the student to the school will be deducted as well.

If a student withdraws from the trip, they must do so by February 15<sup>th</sup> in order to receive a partial refund. If they withdraw after February 15<sup>th</sup> they will only receive a refund if there is money left over at the end of the school year.

Students must have paid \$30 in class dues by March 1st of the junior year to be eligible to participate in the junior/senior prom.

If a student is going on the senior trip they must have their class dues paid in full by November 1<sup>st</sup>. Students who have not paid their class dues by that date or who have not fulfilled all other class fundraising or work obligations will not be allowed to go on the senior trip.

In cases involving transfer students, it shall be the responsibility of the class to decide how much in dues is to be paid to participate in the junior/senior prom.

Transfer students who wish to take the senior trip will be required to pay the total amount of dues for all four years or the pro-rated cost of the senior trip to be decided upon by the class.

After the payment of the trip has been made, all students who have paid 100% of the dues, whether they take the trip or not, shall receive a pro-rated share of the refund provided the amount of refund to be made amounts to \$5.00 or more per student. If this be the case, the students will be notified to pick up their money within a certain period of time. Money that is not picked up during this time shall go into the general revenue fund.

## SENIOR TRIP POLICY

The senior trip is an optional part of the education program, and as such is a privilege to be earned, not a right that is automatically bestowed upon the student. The trip will be taken during the regular school year. The principal has the authority to declare a student ineligible to go if he/she:

1. is referred to the principal's office two or more times for major disciplinary action.
2. is suspended from school for three or more days.
3. receives a total of three or more days of I.S.S./or is assigned to two or more Saturday Schools.
4. receives three days of unexcused absences.

5. is arrested, placed on probation, or charged and/or detained by any law enforcement agency or juvenile authority.
6. earns excessive 8<sup>th</sup> hours
7. loses their A+ Scholarship due to the citizenship clause.
8. A senior must have earned at least 24 credits by the end of the first semester and be a student in "good standing" (senior year) to be eligible to participate in the senior trip.

In the event a senior is involved in a scholastic problem, disciplinary action, or law enforcement action not covered by items one through five above, the issue may be referred to the principal, superintendent, and school board. The situation will be reviewed and at that time the student may be present to be given the opportunity to state his or her case. Upon completion of this review the student may be declared ineligible for the senior trip. Any senior who does not go on the trip, regardless of the reason, must attend school during the trip. All refund of dues will be in accordance with existing school board policy.

#### STUDENT JOB SHADOWING

Students are allowed one excused absence to job shadow at a business that is related to a career they are interested in. Requirements to qualify for this day include: overall GPA equivalent or higher than a C- average; student must not have received during current school year more than two discipline notices for minor offenses or more than one discipline notice for a major offense; as of the date of the job shadowing, student must not have missed more than 10% of the attendance days for the current semester; and completion of the appropriate paperwork. The job shadowing location must be reported to and approved by the job shadowing coordinator, the high school guidance counselor, and the high school principal at least one week in advance of the job shadowing day (MUST be completed by April 1st).

#### COLLEGE DAYS

Students must pick up a form from the counselor to be signed by a college representative. They must also get assignments from their teachers before leaving for their college day.

#### GRADUATION REQUIREMENTS

Graduation requirements shall consist of satisfactory completion of the following units of study: English 4 credits, Science 3 credits, Social Studies 3 credits (must include 1 credit US History and ½ credit American Government), Math 3 credits, Physical Education 2 credits, Fine Arts 1 credit, Practical Arts 1 credit, Personal Finance ½ credit, Health ½ credit. There are 18 required credits and 10 elective credits required for a total of 28 credits. Two semesters of attendance must be achieved during an academic year to be considered for progress with his/her class.

In addition to the above, the following requirements must be met: (1) student must complete eight semesters of high school education, (2) take eight classes per semester, (3) take only one physical education class per semester. In order to meet set requirements, New Haven High School offers traditional high school courses, dual credit courses, Vocational/Technical courses (via Four Rivers Career Center), and virtual courses. Exceptions from the above graduation requirements shall be made in accordance with guidelines established by the State Department of Elementary and Secondary Education and individual student's educational program (IEP).

### STANDARDIZED GRADING SCALE

In order to interpret the school's evaluation of students to the public, we must have uniformity in our grading system. All students in grades 9-12 will be evaluated in all classes on the basis of this standardized grading scale.

%AGE	Grade	%AGE	Grade	%AGE	Grade
98-100	A	85-87	B-	67-69	D+
95-97	A-	80-84	C+	64-66	D
92-94	B+	74-79	C	60-63	D-
88-91	B	70-73	C-	0-59	F

### ADVANCED CLASSES FOR WEIGHTED GRADE POINTS

The advanced academic subjects are given additional weight for grade point purposes. This means that there will be a grade point value increase for all grades except D and D- received by students enrolled in the weighted classes listed.

Classes of 2019 and 2020: 2 grade points for Accounting II, Calculus, Chemistry II, English IV Honors, Physics, and Precalculus.

1 grade point for Accounting I, Algebra II, Anatomy, Chemistry I, English IV, Genetics, Geometry, German II, Marketing II, Spanish II, and all dual credit classes. NOTE: A one-point decrease is given for the D and D- grades under the weighted grade point column.

### Weighted Grade Point Scale

Grade	Req.	Wtd pt.	2 Wtd. pts	Grade	Req.	Wtd. pt.	2 Wtd. pts.
A	11	12	13	C	5	6	7
A-	10	11	12	C-	4	5	6
B+	9	10	11	D+	3	4	5
B	8	9	10	D	2	2	3
B-	7	8	9	D-	1	1	2
C+	6	7	8	F	0	0	0



## HONOR ROLL

To make honor standing all subjects will be used to determine this achievement. Students must meet the following standards to be on the honor roll:

Honor Roll will require B- (C+ or below does not qualify) with regular classes. With weighted classes no more than one C (C- or below does not qualify) will be allowed.

High Honor Roll will require B (B- or below does not qualify) and higher letter grades. High honor roll will require 10.00 grade points.

## REPORT OF STUDENT PROGRESS

Progress reports are issued the fifth, ninth, and fourteenth weeks of each semester. This report includes a grade from the teacher of each class in which a student is enrolled. Parents are asked to review the progress reports with their son or daughter and contact the teacher if they wish to have a conference.

Reports of unsatisfactory progress will be sent to the parents during the fifth, ninth, and fourteenth weeks of each semester. Parents may schedule a conference with the teacher at this time or any time by contacting the principal's office.

## SCHEDULING POLICY

The development of the student's schedule is based upon the student's abilities, past performances, test scores, goals, current and future plans, teacher recommendations, and curriculum offerings. Everyone involved must seriously consider all aspects of building their schedules for the coming year or years.

Scheduling conflicts may occur because of many different problems. Every effort will be made to eliminate these problems. In the event that a solution cannot be found, it will then be necessary for the counselor, student and parents to explore and evaluate other possibilities.

Students will not be allowed to enroll for the fall semester until all previous bills and fines are taken care of.

Other important points concerning enrollment are:

1. During the first weeks of August we will announce a day and time for each class to finalize their schedules. In addition, all students participating in athletics should purchase school insurance or take proof of insurance form home for the parent/guardian to complete or waiver of insurance form. These forms will be available for students to obtain from the counselor in August. These forms must be returned to the principal's office before students will be permitted to participate in practice or games.
2. Student insurance will again be available at a low premium rate for coverage during school hours and for 24-hour coverage. Student

insurance forms and prices will be available in August and throughout the school year from the office.

3. Each student's immunization record must be in compliance with the state law. All new students entering New Haven High School will be required to bring their immunization record at the time of registration. These records must be signed by a physician.

#### PROCEDURE FOR CHANGING CLASSES

1. It is the responsibility of the student to discuss possible class changes with the counselor. Before any changes will be considered students must present a letter explaining why they want to change their schedule signed by themselves and their parents. This must be given to the counselor before any changes will be considered.
2. Class changes may be done within the first four days of each semester.
3. If the student still wishes to change a class, the student must talk to the instructor of the class he wishes to drop and/or add. **ITEMS 1 AND 3 MUST BE COMPLETED BEFORE CHANGES WILL BE CONSIDERED.**
4. If the instructors have given consent for the drop and/or add, the student and counselor will fill out a transfer sheet. There will be no penalty to the student.
5. If one of the instructors does not give his consent for the drop and/or add the student may continue to drop the class but will receive a failing grade "F" for the class. Also, a replacement class will not be allowed until the following semester.
6. All final changes will then be approved or rejected by the counselor and principal. A letter will be sent to the parents advising them of the action taken.
7. Graduation requirements will be followed at all times. General note: Students must not think that changing classes is either easy or to be done on a whim. Any changes must be seriously considered and have sufficient reason to warrant the change. The counselor will attempt to help those students who need to change classes, but the student must remember his responsibility to the class enrolled in and to the school he/she attends.

#### PROCEDURE FOR WITHDRAWALS AND TRANSFERS

The high school office and the counselor must be notified by the student's parents in the event the student is withdrawing or transferring to another school. All books belonging to the school must be returned; the student's locker must be emptied, and all bills must be paid before credits will be transferred to another school, employer, or individual. The following is the procedure to follow when withdrawing from school:

1. Students will pick up a withdrawal or transfer form from the high school counselor's office.

2. Teachers will record the grade for the course on the student's form by the course title and any amount owed for material, damaged or lost books, etc.
3. The teacher should sign his/her initials in the margin by each class they teach.
4. All forms must be signed in ink.
5. All forms will be returned to the counselor's office by the student.
6. The principal must sign the form to finalize the withdrawal or transfer.

All new transfer students must furnish the address of the school from which they transferred to the high school office in order that a copy of their permanent records may be obtained from that school.

### A+ SCHOOLS PROGRAM

New Haven High School has been approved by the Missouri Department of Elementary and Secondary Education as an A+ School.

The education of all students is important, regardless of their plans following high school. Some New Haven High School graduates will choose to attend a four-year college or university; others may go directly into the work force or the military; and still others seek additional training at a post-secondary technical school or community college. These programs are designed to ensure that no matter which option is chosen, all high school students will be provided selections of courses, career counseling, technology, and/or workplace skill development opportunities which are appropriate to their career goals.

The three major goals of the A+ Schools Program are that all students will graduate from high school, all students complete a selection of high school studies that is challenging and for which there are identified learning expectations, and all students proceed from high school graduation to a college or post-secondary technical school or high wage job with workplace skill development opportunities.

The A+ Schools Program encourages all students to focus on a career early and set a goal, which includes training beyond high school. The A+ Schools Program asks all students to select a career path, plan coursework for all four years of high school, and progress toward a goal of additional training at the post-secondary level or a high wage job.

With the A+ School status, financial incentives will be offered to students who stay in school, maintain at least a 95% attendance and a 2.5/4.0 (6.88 on our system) grade point average, exhibit good citizenship, and avoid the unlawful use of drugs.

## FINALS EXEMPTION

Students can earn the right to opt out of their final exams in certain courses. Minimum requirements to become exempt are:

1. 95% average for the semester
2. Maximum of 2 excused absences for the semester (1 college day will be exempt)
3. No unexcused absences for the semester
4. No discipline referrals for the semester

## ACADEMIC ACTIVITY AWARD

This award is meant to recognize those students who have excelled in both academic and extra-curricular programs. The requirements are:

1. Basic Requirements
  - a. Achieve 1<sup>st</sup> semester honor roll
  - b. No more than eight days absent from school up to May 1<sup>st</sup>
2. Final Evaluation
  - a. Academic – Letter grades are assigned point values

### *Weighted Classes*

7.5	A	7	A
6.4	A-	6	A-
5.3	B+	5	B+
4.2	B	4	B
3.1	B-	3	B-
5.3	Pass	5	Pass

### *Non-Weighted Classes*

Minimum grade points must total at least 38 for the student to be evaluated in Section b.

- b. Extra-Curricular – teachers evaluate students that meet basic requirements that participated in the activity they sponsor. This will be done on a 7 point scale with 7 being the best.
  - c. Minimum total points earned to win this award: 83.5 for girls and 78 for boys (girls have more possible activities)
3. List of extracurricular activities for the student to participate in:

Baseball	FBLA	Softball
Basketball	Marching Band	Student Council
Cheerleading	Music Contest	Track
Class Officer	National Honor Society	Volleyball
Cross Country	Scholar Bowl	Shamrock Cons. Club

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Haven School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, the 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 program showing your student's role in a concert; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets 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 be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires the 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 the 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. The New Haven School District has designated the following information as directory information: Students' 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 New Haven School District Superintendent Josh Hoener at 237-3231.

## 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.