

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

2020- 2021 Student-Parent Handbook

Name _____

Address _____

City/State/Zip _____

MISSION STATEMENT

“Cultivating Independent and Self-Sufficient Learners”

NEW HAVEN BOARD OF EDUCATION

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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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ALCOHOLIC BEVERAGES

Students shall not consume, be under the influence of, deliver or have possession of alcoholic beverages while in school, on school property or while attending a school event. A student who violates this may receive either in-school suspension or out-of-school suspension.

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.

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 office 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 8:00 a.m. will be given an unexcused absence for Tuesday.

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 are the only absences that 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 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 building principal/designee 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. Medical and dental appointments when such appointments cannot be arranged other than during school time
5. Half day for driver's test.
6. Unusual hardship situations approved by the principal's office.
7. 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.

Making up missed assignments/tests: 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.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students

will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the Superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Bullying report forms can be obtained on the District website or from the elementary or high school offices.

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 wellbeing 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 the bus stop or possession of tobacco, e-cigarettes, or other tobacco-like products.
4. Fighting on the bus or at the bus stop.
5. The use of profane or obscene language on the bus or at the bus stop.

6. Obscene behavior on the bus or at the bus stop.
7. Leaving the bus without permission, other than regular school destination.
8. Chronic loud, disruptive behavior on the bus or at the bus stop.
9. Destroying or dismantling the seats, etc. on the bus.
10. Throwing of any objects on the bus.
11. Any other act on the bus or at the bus stop 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 when the driver and/or administrator deemed it necessary that the student be assigned a seat.

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 their 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.

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

CONDUCT OF PUPILS

Every student shall obey the rules, policies, regulations, and directions of the teachers, principals, superintendent, and the Board of Education and shall observe good order and manner. Every student shall be respectful to teachers and schoolmates.

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 office.

The following is a summary of the consequence procedures which will be used by 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.

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

1. Eighth hour
2. 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.

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.

Some examples of minor offenses are as follows:

1. Misconduct in the 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. 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 lighters, matches, or any flammable instrument.
10. Excessive tardies.
11. Going to or returning to the 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.

Major Offenses: For a first major offense a student may be subject to 8th 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 the police department.
10. Theft: Theft of school or student property. Punishment will depend on the seriousness of the offense and could result in referral to the 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 emailed (or mailed if no email is on file) home.

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

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.

DRESS CODE

Students should at all times during school hours be dressed and groomed in a manner that is in keeping with the accepted community standards and standards that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. 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 except as required for students participating in sports or other extracurricular activities. Shirts must be short or long sleeve and must be long enough to be tucked into the pants or shorts.
2. Shorts should be of reasonable length (minimum 3" inseam)
3. Sunglasses are not to be worn in the building.
4. Clothing which contains or displays messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activity is prohibited.
5. Clothing that displays or advertises tobacco or alcoholic beverages is also prohibited.
6. Clothing that disrupts, or can be forecasted to disrupt the educational environment is prohibited
7. The wearing of clothing so as to allow the exposure of undergarments is prohibited.

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

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 possessing 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.

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 p.m.-3:40 p.m.
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 the student's transportation.
4. Students that do not attend the assigned eighth hour or cause problems during the hour will be assigned additional eighth hours, or may be suspended, either in-school or out-of-school as outlined below.

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 late, another eighth hour will be assigned.
- B. Time is to be used for studying and class assignments. Students are to have all of all textbooks, pencil, and paper needed during the eighth hour.
- 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 p.m.
- E. After 2:50 p.m. there is 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.

HEALTH

No pupil in New Haven Public Schools shall attend classes or other school-sponsored activities if the student (1) has, or has been exposed to, an acute or chronic contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school so long as there is a substantial risk of transmission of the disease in the school environment.

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 a 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. Over-the-counter medications can be administered with parent permission.

IN-SCHOOL SUSPENSION

1. Students are to bring all study materials to the 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 allowed 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 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.
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.

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.

LOCKERS

Students attending New Haven Middle and 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.

MOBILE DEVICES

Students are not to be in possession of or using cell phones, smartphones, or any devices with earphones during school hours. Personal computers, tablets, or mobile devices connected to phones via Bluetooth or 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 of I.S.S. and parent must pick up the device

Third Offense – one Saturday School and parent must pick up the device

Subsequent offenses – Out-of-School Suspension.

MOCAP

MOCAP (Missouri Course Access Program) provides the opportunity for online learning. Courses are delivered over the internet by Missouri certified teachers and are designed to offer Missouri students access to a wide range of quality courses and flexibility in scheduling.

MOCAP allows Missouri to:

- Expand the range of courses and opportunities offered to students
- Offer courses for students where there are no qualified teachers to teach the course
- Offer students a course not offered by their school district
- Provide courses for students who have schedules that prevent them from taking a course when it is offered
- Present high-quality instruction to students who are in alternative education settings or on home and hospital instruction
- Provide additional support and extended time to students who failed to achieve in regular courses
- Provides equity across programs and school in the quality of instruction MOCAP offers “any time, any place” learning for Missouri students

You can find more information about MOCAP on our website or by going to <https://mocap.mo.gov/>

SATURDAY SCHOOL

Goals 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 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. 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 a.m.
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 any communication with the teacher is to be done by raising the hand.
6. Students will be assigned seats and are not to leave it without permission.

7. It is the responsibility of the student/parent to provide transportation. Students will exit the building immediately after dismissal from detention.
8. 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.

Refusal to serve a Saturday detention will result in an out-of-school suspension of 1 to 90 days.

SCHOOL LUNCHES

Breakfast and lunch are served daily. 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.

SCHOOL TRIPS

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.

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 purchase 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 and students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pompom squads, and similar groups.

SUSPENSION POLICY

A student may receive in-school or out-of-school suspension. The type of suspension he/she receives will be the decision of the principal and/or Superintendent. During either type of suspension the student will not be allowed to attend or participate in any school or extra-curricular activity. During out-of-school suspension, the student is not to be on the school grounds or at any District activity on or off 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.

TELEPHONE

Telephone calls may be made to the school office 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.

TOBACCO

There is to be no possession, use, sale, or transfer of tobacco on school property or at school-sponsored activities. This includes e-cigarettes and all tobacco-like products. This applies to all employees, students, and patrons attending school-sponsored activities and meetings.

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.

VISITORS

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

VOLUNTEERS

We are so grateful to our many parents and friends that assist with duties in and around our school. Please consider spending time with staff and students by lending a hand in leadership roles, the cafeteria, the library and/or planning special events. Parents and members of our community are encouraged to volunteer to enhance and contribute to the learning programs of the school. Volunteers must have current approved background checks on file with the New Haven School District before volunteering at school. This includes those who wish to supervise on class field trips and attend parties and events. Teachers will be informed of approved volunteers from the school office. Please contact the office if you are interested.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual Rights Notification

Each year the District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, it is an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be found on the District's web page. A copy may be also obtained in person or by mail from:

Dr. Josh Hoener
100 Park Drive
New Haven, MO 63068

Notice of Designation of Directory Information

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, and 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 the User Agreement form with the required signatures.

General Rules and Responsibilities

The rules and responsibilities below will be followed by users of the District's 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 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, or pervasively indecent or vulgar 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 the District's 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 express 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.

NOTICE REGARDING DISABILITIES AND FAPE/SURROGATE PARENT ANNOUNCEMENT

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age twenty-one (21), regardless of the child's disability. Disabilities include: Autism, Mental Retardation, Hearing Impaired or Deafness, Speech or Language Impairment, Visual Impairment or Blindness, Emotional Disturbance, Orthopedic Impairment, Traumatic Brain Injury, Other Health Impairments, Specific Learning Disability, Multiple Disabilities, or Young Child with a Developmental Delay.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the

requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact the District if you wish to review the requirements provided by FERPA.

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, A parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact the District's Director of Special Education.

NOTICE REGARDING EVERY STUDENT SUCCEEDS ACT (ESSA) 2015

Our District is required to inform you of certain information that you, according to the Every Student Succeeds Act 2015, have the right to know. Upon your request, our District is required to provide to you in a timely manner, the following information:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether your child is provided services by a paraprofessional and, if so, their qualification.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, Districts must provide to each individual parent:

1. Information on the achievement level of their student in each of the state academic assessments as required under this part; and
2. Timely notice that their student has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

A guide that explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) can be found in District Regulation 1621.

NOTICE REGARDING RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parents;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

New Haven School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. New Haven School District will notify parents and eligible students of these policies at least annually during each school year and after any substantive changes. New Haven School District will also directly notify parents and eligible students, such as through U.S. Mail, at least annually during each school year of the specific or approximate dates if any of the following activities are carried out and provide the parent or eligible student an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination of screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202-4605

NOTICE REGARDING NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Superintendent
100 Park Drive
(573)237-3231

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 1st 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 15th in order to receive a partial refund. If they withdraw after February 15th 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 1st. 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 prorated share of the refund provided the amount of refund to be made amounts to \$5.00 or more per student. If this is 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.

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.

CORONATIONS

Students from all grades 9-12 are eligible to be crowned King/Queen of Harvest/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".

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 the 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 1st 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 fill out a guest request form and turn it into the office at least 3 days prior to the dance.

Dress must be suitable for 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.

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.

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: a 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 their parent when assigned an after school study hall.

FOUR RIVERS CAREER CENTER STUDENTS

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's parent giving permission to transport another student and one from the rider's parent 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 the 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 4th 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 6th 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 programs.

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 grading scale: 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.

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.

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) students 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).

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.

JOB SHADOWING

Students are allowed one excused absence during high school 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).

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.

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.

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, students 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 state law. All new students entering New Haven High School will be required to bring their immunization records 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 workforce or the military, and still others may 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 that 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. 98% average for the semester
2. No unexcused absences for the semester
3. 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 1st-semester honor roll
 - b. No more than eight days absent from school up to May 1st
2. Final Evaluation
 - a. Academic – Letter grades are assigned point values

<i>Weighted Classes</i>	<i>4.2 B</i>
<i>7.5 A</i>	<i>3.1 B-</i>
<i>6.4 A-</i>	<i>5.3 Pass</i>
<i>5.3 B+</i>	

Non-Weighted Classes

7 A

6 A-

5 B+

4 B

3 B-

5 Pass

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
Basketball
Cheerleading
Class Officer
Cross Country

FBLA
Marching Band
Music Contest
Nat'l Honor Soc.
Scholar Bowl

Softball
Student Council
Track
Volleyball
Shamrock Cons. Club

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 8th hours.
7. Loses their A+ Scholarship due to the citizenship clause.

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 refunds of dues will be in accordance with the existing school board policy.