

August 2023

### **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 school office.

### **Acknowledgement**

**I have read the Student-Parent Handbook for New Haven Middle/High School and agree to comply.**

---

Student Name (print)	Student Signature	Date
----------------------	-------------------	------

---

Parent Name (print)	Parent Signature	Date
---------------------	------------------	------

### **User Agreement**

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

---

Print Full Name of User

---

Grade

---

User Signature

---

Date

---

Parent/Guardian Signature

---

Date

**Please return this form to the middle/high school office by  
August 25, 2023.**



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

2023-2024 Student Handbook

Name\_\_\_\_\_

Address\_\_\_\_\_

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

The mission of the New Haven School District is to prepare students for what comes next.

The vision of the New Haven School District is for each student and staff member to contribute  
to the Tradition of Excellence.

NEW HAVEN BOARD OF EDUCATION

Mr. Jim Eggers, Board President  
Mrs. Lauren Zobrist, Vice-President  
Mrs. Diane Gerling, Treasurer  
Mrs. Leanne Bauer, Board Member  
Mrs. Michelle Otten, Board Member  
Mr. Tim Schuck, Board Member  
Mr. Aaron Swann, Board Member

NEW HAVEN MIDDLE SCHOOL ADMINISTRATION

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

### 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

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 9:00 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. Loss of credit due to suspension may be made up on Saturday as per approval. Students on long term suspension may arrange for assignments to be completed while suspended and if given approval may attend Saturday school to take tests and quizzes.

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. Driver's test. Up to 2 attempts.
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.

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.

**Alternative Methods of Instruction:** Lessons taught on AMI days will reinforce previously taught skills and/or introduce new topics to students. In order to be considered present, students must complete tasks and turn in assignments by the next day of attendance for that class. Students that do not complete assigned tasks will be considered absent and assigned after school tutoring.

**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.

**Tardy Procedure:** 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. When a student has received **THREE** tardies in a class the student will be assigned one eighth hour. This is three tardies for the school year, not semester. The fourth tardy in a class will also result in one eighth hour. The fifth and subsequent tardies in a class will result in two eighth hours.

## **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 incidents, 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. The safety and wellbeing of all our students must be upheld. 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 a 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 the assigned 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.
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**

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 ISS. 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 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 a "0" 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. These overall discipline procedures will be in effect at all school sponsored activities and on school busses as well as when school is in session. Discipline 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.

**Eighth hour:** 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 ISS.
- Third offense: Two days ISS.
- 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. Chromebooks will only be allowed if completing an assignment.
- E. Pencils are to be sharpened before 2:50 p.m.
- F. After 2:50 p.m. there is no talking or moving around the room. The restroom should be used before the eighth hour begins.
- G. Cell phones are not allowed. They can be picked up after eighth hour in the office.
- H. Failure to comply with A-G will result in additional eighth hours being assigned each time any or all are not followed.

**In-School Suspension:** ISS allows a student who has demonstrated behavior that disrupts the educational process of themselves or others, yet does not warrant removal from school, to have his/her behavior modified and to try and correct the issue that caused him/her to be placed into this setting.

Rules:

1. Students are to bring all study materials to the room: Chromebook, 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 lunch break, generally taken in the office. 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 to other students 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 procedures concerning participation and attendance of extra-curricular activities will go into effect as soon as the punishment is determined.

**Saturday School:** Saturday school provides an alternative to extended time spent in ISS. 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 School 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 (other than water), 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 given an assigned seat and is 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.
9. Refusal to serve a Saturday detention will result in an out-of-school suspension of 1 to 90 days.

**Out-of-School Suspension:** 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.

### **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.

### **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.

### **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 other personal devices 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 ISS. 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/>

### **SCHOOL LUNCHES**

Breakfast and lunch are served daily. Updates are sent home electronically 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 the 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. Students with a negative balance will not be able to purchase ala carte items. 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.

### **TELEPHONE**

Telephone calls may be made to the school office between the hours of 7:30 a.m. and 3:45 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 7:25 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.

### **WATER BOTTLES**

Students are allowed to bring water bottles from home and use the bottle filling stations throughout the building to refill their water bottles. Water bottles must be transparent with a sealable lid and filled only with water. Cups with straws and opaque bottles will not be allowed.

## **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

### ACTIVITY DAY RULES

Any student who receives any of the following, or any combination of the following equivalent to 4 Zero tolerances will not attend activity time for that quarter.

- 4 Zero tolerances
- 2 or more unexcused absences
- 2 8th hours
- A Saturday School
- An In-School Suspension
- An Out-of-School Suspension

Unexcused absences and eighth hours are equivalent to 2 zero tolerances.

Students not attending Activity Day will be monitored by a teacher and will work on assignments in the classroom. If a student is absent on Activity Day, and was not scheduled to attend, the student is still expected to complete the work assigned by teachers.

### EXTRA-CURRICULAR

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

- GIRLS: Cross Country
- BOYS: Cross Country
- GIRLS: Track
- BOYS: Track
- GIRLS: Basketball
- BOYS: Basketball
- GIRLS: Volleyball

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

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

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

**National Junior Honor Society:** The purpose of this organization shall be to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship. Membership in a local chapter is an honor bestowed upon a student.

To be considered for membership, students must be in the 7<sup>th</sup> or 8<sup>th</sup> grade and have been in attendance for at least one semester. The student's grades in math, science, social studies, English and reading are averaged together at the end of the 1<sup>st</sup> semester. If a student has an 85% average or higher, he or she is then rated by the faculty based on service, leadership, character, and citizenship. Any student who has an "above average" rating overall, is offered a membership into the National Junior Honor Society.

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

**Yearbook Club:** Students interested in journalism and helping to create the New Haven Middle School yearbook can join. The student must be in good standing to participate.

### STUDENT GRADING

All grades and test scores for daily class work are recorded by teachers in their grade books. At the end of each quarter grades cards are issued to each student. At the end of the first quarter parent-teacher conferences will be scheduled to discuss each student's progress during the first quarter. Semester grades are included on the grade card at the end of the second and fourth quarter grading period.

### GRADING SCALE

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

### 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.

### MAP TESTING

The Missouri Assessment Program assesses students' progress toward master of the Show-Me Standards and the Missouri Learning Standards which are the educational standards in Missouri. The Grade-Level Assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri. The results let school districts and parents know how their students are progressing in reaching the state standards.

All students in grades 3-8 in Missouri will take the grade level assessment. English Language Arts and Mathematics are administered in all grades. Science is administered in grades 5 and 8. A few groups of students may be exempt from certain portions or all of the assessment. Those include:

- Students whos IEP teams have determined that the MAP-A is the appropriate assessment do not have to take the Grade-Level assessment.
- English Language Learners (ELL) who have been in the United States 12 cumulative months or fewer at the time of administration may be exempted from taking the English Language ARTs portion. All other content areas must be assessed.

- Foreign exchange students are allowed, but are not required to take the assessment. This is a district decision.
- Homeschooled students may take part in the assessment at the local district's discretion.
- Private school students are not required to take the Grade-Level assessment.

### **RETENTION PROCEDURE**

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

### **ZERO TOLERANCE PROGRAM**

The program was originally adopted in order to ensure students do not fall behind in class work. The Zero Tolerance Program is set up to allow the student to complete any missed or incomplete work with the aid of a teacher the **same day** it was due. The student can leave when the work is completed.

It is the student's responsibility to contact the parent to inform them of the zero tolerance. Students may use the phone in the office between classes or at lunch to call home. In certain circumstances the zero tolerance can be moved to the next school day. This is only possible if the parent speaks with the office staff.