

New Bloomfield R-III

Student/Parent Handbook

2026-2027

307 Redwood Drive

New Bloomfield, MO 65063

(573) 491-3700

**Adopted by the Board of Education: July 1, 2026; Updated July
16, 2026; Updated September 17, 2026**

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Mission Statement C-110-S
“Leading Lifelong Learners”

Vision Statement

“To enhance Wildcat pride in our community, New Bloomfield R-III provides a safe, positive, and innovative learning environment for every student.”

District Administration

Mr. Jason Hannam, Superintendent
Mrs. Jennifer Fletcher, Elementary Principal
Mr. Paul Cloudwright, Middle School and High School Principal
Mr. Joshua Dansby, Assistant MS/HS Principal
Mrs. Amy Parker, Director of Special Education
Mrs. Ellie Glick, Early Childhood Director

School Board Members G-100-S

Angie Robinson Sullivan - President
Doug Glick - Vice President
Chelsie Suggett - Treasurer
Lance Martin - Member
Rick Clark – Member
Amy Pendleton - Member
Bethany Walsh - Member

The role of the District’s Board is to govern the community’s public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District’s students, will govern the community’s schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

Welcome Letter

It is with great excitement that I welcome you to a new school year here at New Bloomfield Schools! I am honored to lead our staff on this voyage towards academic excellence and success for all students.

The beginning of each school year is always an exciting time, as it presents opportunities for new beginnings and fresh starts. Your time here is a time to grow, challenge yourself and enjoy the adventure of learning.

The NB staff is looking forward to a great school year filled with exciting learning activities and experiences that will help your child display "NB PRIDE".

Jason Hannam

Superintendent of Schools

School Building Information and Contact Information

New Bloomfield Junior High/High School

307 Redwood Dr., New Bloomfield, MO 65063

Phone: (573) 491-3700

Fax: (573) 491-3772

Web: <http://nb.k12.mo.us>

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

ASSIGNMENT OF DISTRICT STAFF

2026-27

Superintendent of Schools	-	Jason Hannam
Supt./Board Secretary	-	Faith Baxter
Payroll/Human Resources	-	Amanda Toeppen
Accounting/Bookkeeping	-	Sam McArdle

Director of Special Education	-Amy Parker
District Nurse	-Ashley Hughes

District Assistant Nurse	-Kimberly Rodden
P.A.T.	- Alexis Kelley
P.A.T.	-Katie Epema
Activities Director	-Jacob White
Resource Officer	-John Neilson

JR/SR HIGH SCHOOL

573/491-3700

Principal	-	Paul Cloudwright			
Asst. Principal	-	Joshua Dansby			
Secretary	-	Paige Bax			
District Data Specialist	-	Becky Webb			
Counselor	-	Dara Reinkemeyer			
Root-Ed Counselor	-	Kirsten Wanner			
Kelsey Mount	-	HS English	Natalie Guerrero	-	MS Math
Heather Worsham	-	HS Science	Dean Reichel	-	Ag/FFA
Elly Crum	-	MS English	Hailee Kaestner	-	Band/Choir
Anthony Hughes	-	MS Social Studies	Christy Haas	-	Art
Erin Bidlack	-	PE/Health	Brett Craighead		Alt School
Savannah DeSario	-	Sped MS/HS Math	Brent Gossett	-	PE/Health
Stormey Hug	-	Sped Lifeskills	Harrison Kessler	-	Thtr./For. Lang.
Jakorie Terrill	-	Sped MS/HS English			
MacKenzie Knierim	-	Business			
Beth Hildrich	-	HS Science	John Reynolds	-	Librarian
Jordan Logan	-	MS Science	Madelynn Mast	-	Ag/FFA

Hannah Krivelow	-	HS English	Patrick Evans	-	HS Math
Ashley Mukosey	-	HS Math	Connor Arens	-	HS SS
Clint Finkemeier	-	HS Social Studies	Veronica Cruz	-	Sp. Para
Moriah Lee	-	Interpreter	Sierra Mahony	-	Interpreter

ELEMENTARY

573/491-3700

Principal	-	Jennifer Fletcher
Secretary	-	Dominique Blaine
Counselor	-	Trina Hudson
Early Childhood Specialist/Kdg. Sped	-	Ellie Glick

Marci Watson	-	Kdg. A	Ashley Test	-	Kdg. B
Casey Sisk	-	Kdg. C	Autumn Rust	-	Kidg. D
Amanda Adkerson	-	1 ^a	Lacey Quinn	-	1B
Alexandria Castor	-	1C	Leah Cave	-	2A
Lauren Sweeten	-	2B	Brooke Holtkamp	-	2C
Harley Miller	-	3A	Rebecca Houser	-	3B
Kathy Howell	-	3C	Chelsy Doerhoff	-	4A
Jennifer Bish	-	4B	Trinity Haeffner	-	4C
Elizabeth Veit	-	5A	Lacey Graziano	-	5B
Cheryl Cordwell	-	5C	Holly Koofer-Thompson	-	6A
Heather Case	-	6B	Abby Maupin-	6C	
Lydia Garwood	-	Music	Keyanna T Hall	-	PE
Kayna Rosenbaum	-	Art	Kimberly Bowden	-	Title
Megan Clinton	-	Title	Angie Vogel	-	Title
Linda McMorris	-	Librarian			
Paige Bailey	-	Sped K-3	Denise Williams	-	Sped 4-6

Leslie Henke	-	Sped Pre-K-6			
Amy Peters	-	Sped Para			
Kayla Rehagen	-	Sped Para			
Amber Fowler-Wieberg	-	Sped Para	Andrew Jones	-	Sped Para
Jack Mahony	-	Interpreter	Beth Bergstresser	-	Interpreter

Pre-School

573/491-0178

Alexis Kelley	-	PK Lead Teacher	Adrianna Walker	-	PK Teacher
					Teacher
Kennedy Bailey	-	Aide-PK	Maggie Fletcher	-	Aide-PK

OPAA Director of Food Services - Melisa Buenrostro

MAINTENANCE/CUSTODIANS

Maintenance/Custodial Manager – Dale Maupin

Custodial Bldg. Supervisor – Eric Lawson

Custodial Bldg. Supervisor – Ronnie Caldwell

Brenda Deppe

Wayne Cave

Curtis Kliethermes

Zach Ruppell

Groundskeeper – Kevin Wilson

CONTRACTED TRANSPORTATION

Durham School Services

314 Redwood Dr.

New Bloomfield, MO 65063

573/491-9933

TECHNOLOGY SERVICES

QNS Services

Academic Calendar I-100-S

NEW BLOOMFIELD R-III SCHOOL DISTRICT 2026-2027 School Calendar

- 1: Registration
4: Independence Day
16: School Board Meeting
27-31: Elementary Summer School

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1: New Years Day & Winter Break
4: PD Day
18: Martin Luther King Day
21: School Board Meeting
25: Snow Make Up #2

- 3-7: Elementary Summer School
11-13: New Teachers
17-20: PD Days
19: Open House
20: School Board Meeting
25: First Day of School

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 1: PD Day
5: Mid 3rd Quarter
15: President's Day
18: School Board Meeting
22: Snow Make Up #3

- 7: Labor Day
14: PD Day
17: School Board Meeting
18: Mid 1st Quarter

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1: Snow Make Up #4
8: PD Day/Parent Teacher Conf.
12: End of 3rd Quarter
18: School Board Meeting
22-24: School is in session
25 & 26: Spring Break
28: Easter

- 15: School Board Meeting
16: End of 1st Quarter
26: PD Day/Parent Teacher Conf.

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5: Snow Make Up #5
19: PD Day
20: School Board Meeting
23: Mid 4th Quarter

- 9: PD Day
13: Mid 2nd Quarter
19: School Board Meeting
23 & 24: School is in Session
25-27: Thanksgiving Break

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 10: PD Day
17: Snow Make Up #6
18: School Board Meeting
28: Last Day of School
28: Graduation
28: End of 4th Quarter
31: Memorial Day

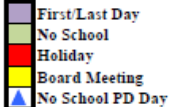
- 7: Snow Make Up #1
14: School is in session
17: School Board Meeting
18: End of 2nd Quarter
21-31: Winter Break

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1-14: HS Summer School
17: School Board Meeting
19: Juneteenth

Board Approved 1/17/2026

	WEATHER MAKE-UP DAYS Dec. 7, Jan. 25, Feb. 22, March 1, April 5, May 17
	Vo-Tech: Amend M-F according to Nichols Schedule

*REMEDIATION DATES

Sept. 28	Feb. 8
Oct. 5	Feb. 22
Oct. 12	Mar. 1
Oct. 19	Mar. 15
Nov. 2	Apr. 12
Nov. 16	Apr. 26
Dec. 7	May 3
Jan. 11	

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. Our goal is to have each student attend 95 percent or more of the school year which equals **3,336 minutes (8 Days)** or less absences in the school year.

Procedures for Reporting an Absence

1. When students are absent from school, it is the responsibility of the parent to notify the child's school by personal contact, written correspondence or by phone, no later than 9:00 a.m. If students are going to be absent, parents/guardians can request assignments from the school secretary when reporting the absence. All homework requests must be made by 9:00 A.M. and may be picked up between 3:00 - 4:00 in the office of the school the student attends. Students have one day for each day absent to complete missed school work.
2. Parents wishing to pick up their child or allow their high school student to leave school before the dismissal time noted in the student handbook must contact the office prior to the student leaving the premises. Any student leaving school grounds without proper authorization will be considered truant and disciplinary action will be taken.
3. Students arriving late to school must report to the office accompanied by the parent or with a signed note from the parent, unless detained by school-provided transportation. Parent calls/e-mails will also be accepted in the case of high school students who drive themselves. A student is tardy if the student arrives after the expected time noted in the student handbook.
4. Students who are truant, skip class or are tardy as defined by the District will also be disciplined in accordance with the District's Student Code of Conduct.
5. Parents will be provided copies of attendance records upon request made to the building secretary during regular school hours.

School-Sponsored Extracurricular Activities

Students involved in school-sponsored extracurricular activities who are absent for any part of the school day are not eligible to participate in activities on that date, with the exception of a verified tardy. If unavoidable circumstances arise, this must be pre-

approved by the building principal and/or athletic director for participation eligibility prior to missing school.

Extended Illness or Serious Injury

The school should be contacted in the event of extended illness or serious injury where a student is unable to do any academic work. Medical excuses will be required. A plan of action for meeting the student's academic needs during the extended absence will be put into place as needed, which may include a discussion regarding a student's eligibility for homebound instruction.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

Parents must report a student's absence by 9:00 a.m. in order for an absence to be excused. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- One (1) college visit per junior year and up to three (3) visits per senior year, with parent contact with the school office.
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal,

will be considered unexcused. Students who have an unexcused absence are required to make-up the work to aid learning. Students have one day for each day of absence to complete required make-up work. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Make-up Time For Missed Class Periods (Grades 7 – 12)

Except in certain situations with foster care children in accordance with law, when a student has accumulated eight (8) or more absences in any class period the guidance office will schedule an attendance meeting with the student. At this meeting, the student will sign an attendance contract to make up the seat time for the missed class periods. The student will lose credit for each class where they have missed more than eight (8) class periods until they complete their make-up hours. The attendance contract will be mailed home, and the parents will be contacted by phone from the guidance office.

Make Up Time for Unexcused Absences in excess of five separate class periods per Course, per Semester to earn credit:

- More than 2,085 minutes absent = ½ day Monday School
- More than 4,170 minutes absent = Full day Monday School

Additional Absence Information

Local Law Enforcement and the Prosecutor's Office has been working with the District as well as other districts in the county on attendance intervention protocols to help ensure students attend school regularly.

The District will contact the Children's Division (CD) of the Department of Social Services in cases where the District has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parent or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness.

If a student is absent for ten (10) consecutive school days and the District has not received notification from the student or parent, the District will make a concerted effort to contact the student or parent and warn them that unless contact is made with the District, the student may be dropped from the District enrollment. The District will document all attempts to notify the student or parent. If the student is under 16, the District will notify the CD and/or the juvenile office to report the truancy. If all efforts fail, the District will remove the student's name from the District enrollment and document on the student's transcript that the student failed to earn credit in his or her classes.

Any high school student will lose credit after their 10th absence; however, they may appeal to the attendance committee to regain the credit. If the appeal is granted, then the student will go on attendance probation. If the student then misses more than 6 days the following semester, then the appeal is rescinded and credit lost.

Late Arrival/Tardiness

Elementary: Students who arrive to class after the tardy bell will be marked absent for the minutes they are not present in class.

Grades 7 – 12:

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District.

Tardies: Total Combined From All Classes—Kept track of by office.

Tardies 1-7: Marked in Lumen

Tardy 8: 30 Minute detention

Tardy 9: 1 Hour detention

Tardy 10: 1 Day ISS

Tardy 11: 2 Day ISS

Tardy 12: 3 Days ISS

Tardy 13 and higher: Will result in 3 days of ISS for each tardy accumulated over 13.

**Middle School tardies will accumulate over the entire quarter. High School tardies accumulate over the entire semester. At the end of these two time periods tardies will reset.*

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. *Students who are truant are required to make-up the work to aid learning.* Families are entitled to appeal assigned consequences to the Superintendent or designee.

Closed Campus

Students coming on campus in the morning are to **remain** on the school grounds for the rest of the school day. Students are not allowed in the parking lot areas. Students must have written permission or parental notification by phone or fax to leave during the school day and must properly sign out in the principal's office (this should occur on a **LIMITED BASIS** and only when **NECESSARY**). Leaving campus for lunch or leaving school early simply to leave early will not constitute being necessary. Failure to follow these guidelines will result in the student being considered as **TRUANT** for that particular part of the day. Administration will determine what is considered necessary.

Withdrawal from School

Once enrolled, the student will be considered a District student until the District is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The District encourages all families and students to consult with District staff prior to withdrawing a student. The following procedures should be followed when withdrawing from school. The student/parent/guardian will:

1. Notify the Guidance Counselor of his/her intent to leave the school and receive a check out sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. Shoes must have a fixed sole;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to [mid-thigh or knee-length];
7. Holes in pants that are above [mid-thigh or knee-length] unless patched;.
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;.
12. Do-rags;
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;

17. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Hats will be allowed in the secondary building. Staff members retain the authority and discretion to ask a student to remove their hat during class. Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

Meal Prices

These are the prices from the 2025-2026 School Year. Prices for the 2026-2027 School Year have not been set yet and may increase.

Elementary

Breakfast: \$1.25

Lunch: \$2.25

JH/HS

Breakfast: \$1.25

Lunch: \$2.50

Adults

Breakfast: \$1.25

Lunch: \$2.81

Reduced

Breakfast: \$.30

Lunch: \$.40

Once a student has charged \$15 in meals, parents will be contacted. If a student owes \$25, please see the [Good Standing Expectations](#) in this handbook for information on loss of privileges.

Lunchroom Procedures

Students are to enter the cafeteria through the East and West entrances at the beginning of their lunch shift, regardless of whether they are going through the lunch line or have brought their own lunch. Elementary students will be escorted to the cafeteria with their class and expected to follow class rules and seating assignments. HS students may get in lunch line immediately upon enter the cafeteria. MS students will need to be seated at a table and wait to be dismissed by a staff member to get in the lunch line. Each student is responsible for clearing their table area and picking up trash. When their lunch shift is excused, students are to exit the cafeteria to return to class. Students are not to leave the cafeteria during their lunch shift without permission from a staff to use the restrooms or make a purchase at the vending machine.

Cafeteria

A lunchroom is maintained on campus and well-planned meals are served to students, faculty and support staff. All foods must be consumed in designated areas only. With a closed lunch hour, students must either bring their lunches or buy their lunches in the cafeteria. **Lunches may only be brought in by the student's parent/guardian, all meals must be brought to the building office.** Food delivery from outside vendors is not permitted. Students will be notified to pick up their lunches in the office during their designated lunchtime. Any visitor requesting to eat with a student must be a parent or be approved by a parent in order to eat. A non-parent approved by the parent will be required to eat at the round table next to the office.

Students should return all dishes, trays and flatware to the disposal window. All disposable items should be placed in waste receptacles. Students must receive permission from Supervisor on duty to visit the restroom. Students may visit the restroom during lunch but must return to their tables as quickly as possible. They must use the restrooms closest to the cafeteria. All lunch payments will be made in the office. Payments received before 9:00 am will be posted to the student's account for use that day. We request that students pay by the week, month, or longer if at all possible. Checks should be made payable to New Bloomfield School, with the student's name on the memo line to avoid any confusion. All students will receive a "Free and Reduced Lunch" application at registration time. Each building has these forms available upon request. These should be completed and returned as soon as possible. Free and Reduced lunches will not be put into effect until the application is approved. All families are encouraged to fill out this application. The amount of money we receive as a District from various government sources is directly tied to the number of students who qualify for the free or reduced meals. *This information is guarded as confidential.* Please call the office for information: (573) 491-3700.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of

District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have by using the District's food allergies form located on the District's website. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually

with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Students must report all accidents, no matter how small, to the teacher. The student and teacher will then report the accident to the principal on an accident report form. An accident report form may be obtained in the principal's office. If a student becomes ill while in school, he or she is to report to the teacher for further directions. The teacher will issue a pass to school nursing staff. Students must not leave the school building or grounds without permission from the principal's office or they will subject to disciplinary action.

A parent will be contacted if symptoms are observed and further monitored to see if symptoms progress.

If a child exhibits any of the following, they must either remain at home or be sent home if already at school.

- Fever: If a child has or in the last 24 hours had a fever of 100.5F orally, 99F under the arm, or is on a fever reducing medication, such as Tylenol. A child must be fever free for 24 hours before they may return to school.
- Vomiting: If the child has vomited twice in the last 24 hours or has vomited once and is displaying other symptoms, the child needs to stay at home for at least 24 hours after symptoms disappear.
- Diarrhea: If a child has 2 abnormally loose stools, or if they have 1 loose stool accompanied by other symptoms, the child must remain home for 24 hours once the symptoms disappear.
- Severe coughing/sneezing: If the child makes a high-pitch whooping sound after coughing, or if the child turns red or blue in the face.
- Difficult or rapid breathing.
- Pinkeye: If a child has tears, redness, or eyelid lining, irritation, or swelling and discharge or pus, the child must stay home until the discharge has completely stopped or if they have been on medication for 24 hours and have a physician's written permission to return to school.
- Yellowish skin or eyes.
- Sore throat or trouble swallowing.
- Infected skin patch(es): Crusty bright yellow, dry, or gummy areas of the skin.
- Unusually dark, tea colored urine.
- Grey or white stool.
- Headache or stiff neck.

- Unusual spots or rashes, undiagnosed skin eruptions.
- Severe itching of the body or scalp: Evidence of head lice, mites, scabies, or severe itching/scratching of the body or scalp.
- Other signs or symptoms: Those symptoms that are indicative of a communicable disease, especially if the child has been exposed to a communicable disease.

If a child has scabies, ringworm, lice, or impetigo, they may only return when they are no longer contagious.

A child that has been sent home with any of the symptoms described above may not return to school for 24 hours after they have left the school and the symptoms are gone, unless they present a note from a physician explaining that the symptoms are from causes other than a contagious disease. An example would be an allergy or allergic reaction.

Health Screenings

The District will perform the following student health screenings at the times listed below:

Elementary health screenings include: Vision, hearing, dental, scoliosis, and general health.

The screenings at the middle school and high school level, according to recommendations by the Missouri Department of Health and Senior Services, will occur at the 8th, 10th and 12th grade level. Screenings will include height, weight, BMI (as measured by height and weight), basic vision screens and a hearing screen. Records of screenings will be kept in the students' personal files and will be treated as protected health information (confidential). Screenings will occur in the fall semester, usually beginning in October. The New Bloomfield school nurses, along with student nurses from University of Missouri Sinclair School of Nursing, will be conducting the screenings. All abnormal results will be retested and of course parents will be notified of an abnormal result remains. Should a student wish to be excused from the screenings, the process is very informal and would just require the student notifying the nurses that they would like to be excused, or a parent may call or email the school nurses to request their child be excused. All requests will be honored.

In general, the District will not conduct physical examinations of a student without parental consent to do so unless the health or safety of a student or others is in question or unless by court order. Parents/guardians will be advised of any scheduled health screenings in advance, given the opportunity to excuse their child from such screenings, and will be informed of the results of their student's screenings. To excuse a student from a screening, a parent or guardian shall inform the school in writing prior to the screening time.

Health Office

If you have any questions, please contact the District's Nurse Kristin Baker, (573) 491-3315 ext. 1203.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and

entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

In 2017, all remaining known friable asbestos containing material was removed from the New Bloomfield Elementary School.

A copy of the Management Plan and inspection reports are available for review at the Central Office located at 307 Redwood Drive, New Bloomfield, Missouri 65063 as well as each school office. Questions regarding asbestos or the management plan may be directed to Central Office at 573-491-3700.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building secretary. Requests to amend education records may be directed to the building secretary to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building secretary.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting the building principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The School Parent and Family Engagement Plan is distributed at the beginning of the school year.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Amy Parker, Special Services Director
Phone #:	(573) 491-3700
Email Address:	aparker@nb.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages. If you need translation assistance, the District utilizes Google Translate and can provide assistance.

For more information about the programs for students with LEP or assistance for families, please contact:

Name:	Amy Parker, Special Services Director
Phone #:	(573) 491-3700
Email Address:	aparker@nb.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the building main entrance, report to the office, and sign in and out upon arrival and departure to receive a visitor's sticker or lanyard. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

The Board of Education and the administration will not tolerate any person whose presence disturbs classes or District activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. The District does not allow food to be dropped off at the office by individuals or organizations during the

school day, including during lunch periods except by parents of students or by an individual with parental permission.

Transportation Services F-260-S

Parents who require a change in transportation for their student must contact their student's building office no later than 3 p.m. If your student is going home with another student of the District, the parent/guardian of each student must provide notice and permission to the building by 2 p.m.

The District's Student Code of Conduct applies on all transportation.

Bus routes and snow routes are located on the District's website.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules in the manner directed by their building administrator.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in

writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;

- (3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person-to-person that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, taking a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District’s Student Discipline Policy – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2](#), RSMo, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or

	provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants,

	controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex,

	national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.

Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. Inappropriate use of cell phone or other personal electronic devices. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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 such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are Jennifer Fletcher at the Elementary level and Jacob White at the Secondary level.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator. Forms are available online on the District’s website.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school

principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

Report forms are available online, on the District's website, or may be requested from a building administrator, Central Office, or counselor.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Jason Hannam, Superintendent

Phone #: (573) 491-3700
Email Address: supt@nb.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amy Parker, Special Services Director
Phone #: (573) 491-3700
Email Address: aparker@nb.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be

made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, ethnicity, religion, disability, age, sex, gender, national origin, marital status, or any other characteristic protected by law.

The District prohibits antisemitic conduct if such conduct creates an atmosphere or circumstance in which individuals working at, visiting, or attending the District and the District's service and facilities either by physically impeding such activity or by creating

an atmosphere of fear or intimidation. The District will treat harassment of or discrimination against students or employees, or harassment or discrimination resulting from institutional policies or programs on such educational institution's campuses, that is motivated by or including antisemitism in an identical manner to discrimination motivated by race.

- For purposes of this policy, “antisemitism” or “antisemitic” means the International Holocaust Remembrance Alliance’s Working Definition of Antisemitism, including its contemporary examples, as adopted on May 26, 2016, as a tool and guide for recognizing and combating antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District’s Compliance Officer. The District designates the following individual to act as the District’s Compliance Officer:

Name: Jason Hannam, Superintendent
Phone #: (573) 491-3700
Email Address: supt@nb.k12.mo.us

In the event the District’s Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amy Parker, Special Services Director
Phone #: (573) 491-3700
Email Address: aparker@nb.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District’s Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name:	Jennifer Fletcher, Elementary Principal
Address:	307 Redwood Dr., New Bloomfield, MO 65063
Email Address:	jfletcher@nb.k12.mo.us
Phone #:	(573) 491-3700

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Central Office.

Student Alcohol and Drug Testing S-196-S

Background: Drug abuse is a serious problem in our society. School districts, including

the New Bloomfield R-III District, are not immune from the negative effects of drug use. The New Bloomfield R-III School District has developed a random suspicionless drug testing program. The purpose of the program is to provide a drug free environment for students in New Bloomfield High School (NBHS) and to assist students with drug abuse problems in finding appropriate counseling, in accordance with the school's mission of "Leading Lifelong Learners."

The New Bloomfield R-III School District has determined that any students that are involved in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and that park on District property must enroll in the Drug Testing Program.

This program does not affect any other school policy or procedure concerning the use and/or possession of illegal drugs or alcohol while on school property. It is not the intent or purpose of the high school's drug testing program to identify students for punishment under the Districts' discipline code. At NBHS, we want to hold our students to the highest expectations both academically and in extracurricular activities, while providing every student an opportunity to learn and socialize in a drug free environment.

Objectives: The objectives of the drug testing program includes:

- To deter drug abuse or misuse by students by providing them with an excuse to say, "NO TO DRUGS."
- To identify students who are misusing drugs so that interventions can be implemented by the school and the students' parents.
- To establish a drug free environment and to provide students a healthy and safe environment when competing for the school.
- To establish procedures and standards of conduct that students must follow.
- To provide a vehicle for parents to become aware of drug abuse problems involving their children so they can get help for them.
- To support and work cooperatively with parents by assisting them in keeping their children free from drug use.
- To provide referrals for students that test positive and need evaluation and counseling.
- To send a clear message to the students and parents that the District is committed to eliminating student drug use.

General Information: A student using drugs is a danger to him/herself as well as other students. All students at NBHS who choose to participate in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or park on District property are required to participate in the drug testing program. The drug program is consistent with other policies and procedures of the New Bloomfield R-III School District in dealing with drugs or alcohol use or possession at school or in the community. The intent of this program is to provide students with a reason to say "NO" to drug use and get them help if they are using drugs.

Registration: Student participating in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property must sign up for the drug testing program. Until a student signs up for the drug testing program they will be ineligible to participate in all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property.

Students that turn 16 in the middle of the school year must sign a random drug testing program consent form prior to registering to park on school property.

If a student is 18 years of age and is living with a parent/guardian, they must sign the consent form along with a parent/guardian. If the student is 18 years of age and has established their own residence, the student's signature is all that is required.

Informational Meeting: Each school year before school begins parents/guardians and students participating in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on District property will have an opportunity to attend an informational meeting about the drug testing program. At this meeting the testing program will be discussed. A copy of the drug testing program will be given to parents/guardians and made available upon request. The drug testing policy will be available on the school's website. During this meeting, students and their parent(s)/guardian(s) will have the opportunity to ask questions about the District's drug testing program.

It is required that the student and parent/guardian sign the consent form to be eligible to participate in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or to park on District property.

If a student tests positive and does not participate in any other District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities until the next school year, the student's suspension for the organization or club activities, and MSHSAA recognized sports/extracurricular activities will begin at the first date of their extracurricular activity/sport the following year. If the student is a driver, their parking privileges will be revoked immediately for the appropriate days based on consequences.

Procedures: After all eligible students have signed a consent form they will be assigned to the random selection process for the duration of participation in the drug-testing program. For drug testing, each student will be assigned an identification number that will be maintained in the Activities Director/Administrators office. This number will be the student's identification number for testing and will not change. Only the Activity Director and administration assigned by the Superintendent to assist the Activity Director in administering the drug testing program will have access to student numbers.

High school students will be randomly selected. Such drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the Activity Director/Administrator will match the selected numbers to the master list of participants each time the company randomly tests students. Students will be called for testing and placed in the testing room holding area until they are called back to be

tested.

Testing will occur during the school year only regardless whether that student's activity is in season or not or if his/her club is meeting or not. Frequency and volume of testing will occur in a manner to ensure the appropriate effects of the program, as predetermined by the drug testing company.

Students will be randomly tested, and all testing dates will be arranged between the Activity Director/Administrator and the drug testing company prior to the school year starting. The drug testing dates will remain confidential between the Activity Director/Administration and the drug testing company. The Activity Director/Administration reserves the right to change testing dates due to inclement weather, a change in the school calendar, or for any other conflicts that may arise.

Students who wish to opt out of the random drug testing program must have their parent/guardian meet with the Activity Director/Administration. The student and parent/guardian must sign opt out form stating they no longer wish to participate in the random drug testing program. If the student is 18 years of age and living on his/her own, he/she must meet with the Activity Director/Administration to opt out of the random drug testing program. If a student opts out of the random drug testing program, they will be removed from participation in all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and will not be allowed to park on District property for 365 calendar days.

Drug tests will screen for the following controlled substances:

- A. Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Diluadid)
- B. Amphetamines: Adderal, Dexedrine, Benzedrine
- C. Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others
- D. Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital
- E. Methadone: Dolophine
- F. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine
- G. Cocaine
- H. Methamphetamine
- I. Marijuana
- J. Phencyclidine (PCP): Venlafaxine (Effexor)
- K. MDMA (methylenedioxymethamphetamine): Ecstasy
- L. Propoxyphene (Darvon)

Privacy and Confidentiality: On the day of random testing, the designated school

office (Activities Director/Administration) will notify each student on the random selection list that he/she has been selected for a random drug test. The student will go to the collection site where the Activities Director/Administration will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. If a student has been randomly selected, they will not be allowed to check out or leave school grounds until they have provided a specimen. Unless a prior arrangement has been made with the Activities Director/Administration. As always it is very important that legal parents/guardians notify the school of when and why their student will be absent or leaving early.

Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the Activities Director/Administration. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student is to provide a urine specimen in the collection cup. When the void is completed, the student be instructed to either place the cup on a pre-designated flat surface or hand the collection container to the collection technician. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician.

If a student fails to produce a urine sample, not enough urine is produced, or if the temperature is not accepted another specimen will be required. The students will have 60 minutes to produce the appropriate specimen. After 60 minutes the student will then be required to take an Oral fluid (saliva) drug test to verify that they are not positive for a banned substance.

The test results will remain confidential and will only be released to the student's parents or guardians, or Activity Director/Administration. Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party.

All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student in a locked vault. All individual student files regarding the drug testing program will be destroyed upon the projected date of graduation by the District's authorized custodian of records. All transport of individual student files regarding the drug testing program will be transported in a lock box by the District's authorized custodian of records.

A student that tests positive is not subject to any consequences until the test is sent off to an independent lab and retested, confirmed by the independent lab, and confirmed by a Medical Review Officer (MRO).

As soon as an initial positive test is retested, confirmed by the independent lab, and confirmed by a MRO the student will be subject to the consequences for the number of times they have tested positive. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school District is subpoenaed. All procedures are conducted in accordance with accepted industry practices.

Verification of Sample: Verification of sample will take between 24-96 hours depending on whether the specimen is positive or negative. If a test is found to be positive the test will be sent off to an independent lab and retested, confirmed by the independent lab, and confirmed by a Medical Review Officer (MRO). At this time the MRO will contact the Activities Director/Administration to confirm the positive test result. At this point the parent will be contacted and requested to contact the MRO directly to determine if there is a medical explanation for the positive results. When the legal parent/guardian makes contact with the MRO and verifies their identity, they will discuss medications the students are taking. If any of the student's medications explains the positive test results, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. The conclusion of the results will be forwarded to Tomo Drug Testing who will then forward to the Activities Director/Administration.

The MRO will reach out to the Activities Director/Administration on three separate occasions, over the course of three days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's positive results. If the parent/legal guardian does not make contact with the MRO during the three-day time frame, the MRO will release the results as a "Non-Contact Positive". At this point the consequences will be given depending on the number of times the students have tested positive.

Consequences: All positive drug tests will accumulate from year to year beginning with a student's freshman year and concluding with the student's graduation.

- *Consequences for the First Positive Test Result:* Suspension from participating and attending all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on District property for

thirty (30) school days. If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment. During the suspension students may participate in practices but will not be allowed to attend the events, activities, or contests.

- **Alternative Consequences for the First Positive Test Results:** With the consent of the student and his or her parents/guardians, the Superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten (10) school days if the student meets the following requirements: Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health: Division of Alcohol and Drug Abuse [(573)-751-4942]. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student can begin participation again. If the student does not attend counseling as promised, the District will immediately implement the original consequences.
- **Other Information for the First Positive Test Results:** If a student tests positive for illegal substances, they will be required to submit to the next random test. If the test is negative they will then be put back into the drug testing program and will not be required to submit to any further non-random tests unless they test positive on future random tests.
- ***Consequences for the Second Positive Test Result:*** Suspension from participating and attending all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on school property for sixty (60) school days. If the student misses a competition that involves a class grade their teacher will assign them an alternative assignment. During the suspension students will not be allowed to participate in practices or attend the events, activities or contests.
 - **Other Information for the Second Positive Test Results:** If a student tests positive for illegal substances for a second offense they will be required to be tested at the next two random tests. This will be required only for the next two non-random tests, if the test is negative both times they will then be put back into the drug testing program and will not be required to submit to any further non-random tests unless they test positive on future random tests. In addition to the suspension for the second positive test, a student must enroll and complete a drug assessment program approved by the District in order to be reinstated to District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on District property.
- ***Consequences for the Third Positive Test Result:*** Suspension from participating and attending all District-sponsored organization or club activities, MSHSAA

recognized sports/extracurricular activities, or parking on District property for 365 calendar days. During the suspension, students will not be allowed to participate in practices or attend the events or contests. In addition to the suspension for the third positive test, a student must enroll and complete a drug assessment program approved by the District in order to be reinstated to District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on District property after the 365 calendar day suspension.

- *Consequences for Refusing to be Drug Tested:* A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating and attending all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or parking on District property for a minimum of 365 calendar days. During the suspension students will not be allowed to participate in practices or attend the events or contest.

Drug Counseling and Assistance: All students testing positive under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the District that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will aid in obtaining help for the student. The District will not be responsible for the costs of any counseling or subsequent treatment. Except for follow-up drug testing required for returning from suspension, the District shall pay for any drug testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the District. Important resources for counseling/assistance include: The Division of Behavioral Health (DBH) (573) 751-4942 or (800) 575-7480 and/or Missouri Department of Mental Health and Drug Abuse (573)-751-4942 and/or Compass Health and Wellness (574) 634-3000.

Definitions:

“Students”: Means all students participating in the drug testing program. These are students who participate in an District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and/or park on District property.

“Duration of Program”: Means students participating in an District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, or to park on District property will be required to sign up for the random drug testing program for one academic school year (suspensions may run over into the next school year depending on the date of the random positive test).

“Extra-Curricular Activities”: Means District-sponsored extracurricular activity and/ or a performance in which a student represents the District, in the opinion of the District’s Administration. Extra-Curricular activities that will be tested are all MSHSAA (Missouri State High School Activities Association) regulated activities and

events such as athletics, band, choir, cheerleading, academic competition, FFA (Future Farmers of America), FBLA (Future Business Leaders of America), Drama, National Honor Society, Skills USA, FCCLA, PEP Club, Chess Club, Competitive Cheer, and all other school clubs whose membership is voluntary. This list is subject to change on a yearly basis. The list of extracurricular activities to be tested will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as Band, the student's grade or enrollment in the course will not be conditioned upon consenting to random drug testing program. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to the random drug testing program. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

“Performances”: Means the scheduled games, matches, contests, or performances (including District, sectional and state contests) for the activities listed above.

“Parking on school property”: Means any **student** who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

“Consent form”: Means the consent form in which students and parents/guardians consent to being a participant in the random drug testing program.

“Volunteer Drop Form”: Means the consent form which students and parent/guardians voluntarily withdraw from the drug testing program.

“Opt In Consent Form”: Means the consent form which parents/guardians have voluntarily authorized the school District to place their student into the random drug testing program regardless of their student participating in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on District property.

“Test Administrator”: Means the employer of the drug testing company, which the school District has hired to perform the drug screening.

“SAMHSA”: Substance Abuse Mental Health
Safety Administration

“Medical Review Officer”: Means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating *medical* explanations for certain drug test results.

“Oral fluid (saliva) Drug Test”: Means the alternative drug test that will be used when a student cannot produce a urine sample to be tested during the random drug testing program.

“Participation Day”: Means each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

Frequently Asked Questions:

Q. If my son/daughter tests positive out of season does the activity suspension carry over the summer?

A. Yes, if a student tests positive and does not participate any other District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities until the next school year, the student's suspension for the organization or club activities, MSHSAA recognized sports/extracurricular activities will begin at the first date of their extracurricular activity/sport the following year. If the student is a driver their parking privileges will be revoked immediately for the appropriate days based on consequences.

Q. If my son/daughter misses the sign-up deadline is there an appeal?

A. No, Student participating in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and/or parking on school property must sign up. This would include someone who would turn 16 during the school year if they wanted to drive and park on campus even though they may not participate in extracurricular activities/sports. Until a student signs up for the random drug testing program they will be ineligible to participate in all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property.

Q. If my student is new to the District and enrolls after school starts and misses the deadline can they still participate in activities?

A. Yes, if a student is new to the District, he/she must sign up for the drug testing program, if they plan to participate in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property. Until a student signs up for the random drug testing program they will be ineligible to participate in all District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, and park on school property.

Q. What if my son/daughter opts out of testing after the activity is over that he/she participates in?

A. They will no longer be allowed to participate in a District-sponsored organization or club activities, MSHSAA recognized sports/extracurricular activities, park on school property, or participate in practices or events for 365 calendar days.

Q. What if my son/daughter is absent on the day they are drawn to test?

A. A list of alternates will always be drawn along with the selected random group and if a student is absent then the first alternate would be called.

Q. What if a selected student refuses to test when they are drawn? What are the consequences?

A. Anyone refusing to test will have their parents notified immediately allowing them to talk to their student allowing them to change their mind. If the student still refuses it will be treated as a “Positive” and they will automatically be taken out of the random drug testing program and as the program states they will be ineligible for 365 calendar days in all MSHSAA sponsored activities, school clubs and organizations and park on school property.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have

performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website at

<https://www.nb.k12.mo.us/vimages/shared/vnews/stories/5d1f6e6ecd194/A+%20Handbook.pdf>, the high school counselor, and/or the District A+ Coordinator: Elizabeth Morrow.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:

Assessment Schedule

Common Reading Assessments

Grades K-6

Assessment	Which Students	Date	Frequency
iReady	all	September, December (as needed), May	
Literacy Tasks	Depending on iReady score	As needed, determined by iReady diagnostic results	As needed, determined by iReady diagnostic results
Writing Prompts	All	Associated with quarterly common assessments	2 to 3 times a year
Sight Words	K-3	TBD by teacher	Quarterly
Spelling Inventories	K-6	September	K-6 everyone does the first one, K-3 does it two more times, 4-6 as needed

Summative Common Assessments	K-6	TBD by teacher	Quarterly
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Common Math Assessments

Assessment	Which Students	Date	Frequency
Fluency (this can be done using classroom fluency modules)	All	Varied	As needed to gain data
Summative Common Assessments	K-6	TBD by teacher	Quarterly

State Wide Testing

Assessment	Which Students	Date	Frequency
MAP Communication Arts	Grades 3-6	DESE set time frame	Once a year
MAP Math	Grades 3-6	DESE set time frame	Once a year
MAP Science	Grade 5	DESE set time frame	Once a year

Secondary:

Assessment	Date
My College Options Survey (if they have been delivered)	August
ASVAB	November
ACT & ACT WorkKeys (depending on their testing dates)	March - April
MAP & EOC testing	April - May
NOCTI testing	April - May

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The District will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the District, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the Superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the District may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

Middle School Required Assessments for MAP:

7th Grade -Communication Arts
-Math

8th Grade -Communication Arts
-Math
-Science

High School Required Assessments for:

EOC-Algebra I

EOC-English II

EOC-Biology

EOC-Government

EOC-Algebra II (If students took Algebra I in 8th grade) MO Constitution Test

US Constitution Test

*The EOC makes up 10% of the students semester grade.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. Parents will be notified prior to their student's grade or class receiving instruction and a permission slip regarding participation will be sent home.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Graduation Requirements I-190-S

The requirements for graduation from the New Bloomfield R-III High School have been determined by the Board of Education in conformity with guidelines established by the State of Missouri and by the Department of Elementary and Secondary Education. Students who successfully complete the below list of minimum requirements will receive diploma. Students who receive special services will be considered on an individual need with regard to the graduation requirements.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Earning Credit: To meet high school graduation requirements, a student must complete a minimum of 25 units of credit.

Language Arts	4 Units
Mathematics	3 Units and/or 4 units
Science	3 Units and /or 4 Units
Social Studies	3 Units
Practical Arts	1 Unit
Fine Arts	1 Unit
Physical Education	1 Unit
Health	.5 Unit
Personnel Finance	.5 Units
Electives	7 Units
Total	25 Units

*A student must meet a minimum of 3 units of credit in both science and math, and a 4th unit of credit for either science or math. These graduation requirements will begin with the class of 2020.

Transfer Students: Transfer Credits will be calculated by the High School Counselor. **SPECIAL NOTE:** Each student, before graduating from the New Bloomfield R-III Schools, must pass the **U.S. and Missouri Constitution Tests**. A middle school student has the opportunity to earn a total of 7 units during the school year (3.5 per semester). To be promoted to the next grade level, a student must earn a minimum of 5 ½ units with 3 of those units in their core courses of language arts, math, science and social studies. (must past 6 semester of core classes and 5 semesters of elective courses) A student who does not earn 5 ½ units (3 being from core classes) during the school year will be retained. (If a middle school fails a core class both semesters they will be required to attend summer school in order to pass. If a middle school student has three semester F's in core classes during the year, the student will be required to attend summer school. If a student has four or more semester F's in core classes during the year, the student will be retained. If a student is required to attend summer school and they fail to complete all assigned courses, the student will be retained.)

High School Promotion

Freshman: Any student with fewer than 6 credits.

Sophomore: Any student with 6-11 credits.

Junior: Any student with 12-17 credits.

Senior: Any student with 18 or more and enrolled in enough credits to meet graduation requirements. Students who wish to graduate early will be required to meet with the

guidance counselor and submit a written request to the building principal. Students are encouraged to remain enrolled for the duration of their high school career.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the offices of each building principal:

New Bloomfield Junior High/High School

Principal: Mr. Paul Cloudwright
307 Redwood Dr., New Bloomfield, MO 65063
Phone: (573) 491-3700

New Bloomfield Elementary

Principal: Mrs. Jennifer Fletcher
307 Redwood Dr., New Bloomfield, MO 65063
Phone: (573) 491-3700

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District provides a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language

impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Tuesday – Friday (8:00 am – 3:30 pm) in the office of the Special Services Director, Mrs. Amy Parker, 307 Redwood Drive, New Bloomfield, MO 65063, (573) 491-3700, aparker@nb.k12.mo.us. Alternative times are available by request. The plan is also available on the District's website.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.nb.k12.mo.us/vimages/shared/vnews/stories/5d1f6369e13b8/MOCAP%20Checklist%20.pdf> and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Cell phone and other personal electronic devices are not permitted in the Elementary building.

Junior/High School:

- A. At no point should cell phones, tablets, accessories, such as airpods; and other communication devices be displayed or visible or heard without approval from staff.
- B. Students are prohibited from using cell phones, tablets, accessories, such as airpods; or other communication devices to take photographs or record videos in a facility or location at which students or others have a reasonable expectation of privacy, such as: restrooms, locker-rooms, changing areas, classrooms, etc. If a student possesses electronic pictures or text the District will consider it the same as a hard-copy possession.
- C. Electronic equipment such as radios, MP3 players, Ipods, Ipads, Apple Watches (if a distraction occurs), cell phones, and accessories, such as airpods, have been found to interfere with school procedure and student learning.

Disciplinary Procedures

Failure to comply with this policy will result in the confiscation of the device and a write-up to the office.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended

- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Teachers must have pre-approval from Building Administration.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

Elementary Grading System/Procedures: Students in early primary grades K-6 are evaluated on a list of objectives; therefore, letter grades may not be assigned and will be evaluated on standards. In second grade students are given an evaluation on standards and a letter grade.

Academic Achievement			
4	3	2	1
EXCEEDING Exceeds targeted grade level standards	MEETING Demonstrates proficiency of targeted grade level standards	APPROACHING Needs support to meet targeted grade level standards	BELOW Insufficient performance of targeted grade level standards with support

Behavior/Social Skills Grading Rubric			
4	3	2	1
Exceeds expectations	Meets expectations	Inconsistently meets expectations	Does not meet expectations

New Bloomfield Elementary Homework/Classwork Procedure: At New Bloomfield Elementary we believe in the value of a balance of extracurricular activities, family time, and homework. Homework is an important tool for keeping parents informed about areas of study as well as providing an opportunity for students to develop personal responsibility and study skills, including good organization, self-reliance, and time management.

Homework may include but is not limited to:

- Development of reading fluency and math computation
- Practice of math computation skills
- Studying for upcoming quizzes, tests, and/or exams
- Special projects
- Completion of daily classroom assignments
- Completion of work following an absence
- Enrichment or reinforcement for concepts being taught

Homework will not be the sole factor in determining academic grades and will be used to provide ample practice and feedback for teachers regarding the mastery of state and local objectives. Homework completion may be used to track both study habits and independent mastery of skills. Failure to complete homework/classwork could result in disciplinary consequences.

Late Work: The New Bloomfield Elementary staff is committed to helping all children succeed in school. Late and/or incomplete work adversely affects the success of the student academically. Working as a team, we want to ensure the success of each child by enabling him or her to complete the required curriculum. Students with late or

incomplete work will receive consequences. Grade level teachers will give a specific plan for these consequences to parents and students the first week of school.

Late or incomplete work may include but is not limited to:

- Any assignment that is less than 50% completed.
- Any assignment that the student clearly completed haphazardly, just for the sake of getting it finished.
- Any assignment not turned in on the teacher specified due date.
- Any assignment that did not follow specific guidelines or directions given to the student by the teacher.

High School Grading System, Procedures, and Academic Policies: Both Middle school and High school grades are an accumulation of points from the first day of the semester until the last day of the semester. 80% of the classroom grade is based on assessments (anything related to the evaluation of a final project/test) 20% of the grade is based on daily work (anything related to practice, preparation, extension, and enrichment). Final exams will count up to 10% of the semester grade for both middle school and senior high school. A student unable to complete assignments will receive an incomplete grade for the following reasons: 1) illness, 2) family or personal emergency, 3) pre-arrangement with teacher and principal. An incomplete on the report card will show as an F until the work is complete, at which time a grade change will be made. The value of each grade is as shown below:

A 4.00	B 3.00	C 2.00	D 1.00
A- 3.67	B- 2.67	C- 1.67	D- .67
B+3.33	C+ 2.33	D+ 1.33	F 0.00

Dual Credit Courses are offered to students on campus via ITV, or on college campuses. All dual credit classes are weighted and can have a major impact on a student's cumulative GPA. A weighted class in which the student receives an A will be worth a 5.00, while a B is worth 4.00 and so forth. Each letter grade is 1 additional point over HS regular classes. Only dual credit courses will carry additional weight. NBHS is not responsible for the grading process, teacher evaluation, and/or cost of ITV courses.

Grading Scale

A 96-100	B 83-86	C 73-76	D 63-66
A- 90-95	B- 80-82	C- 70-72	D- 60-62
B+ 87-89	C+ 77-79	D+ 67-69	F 59-0

The Board of Education, Superintendent of Schools and the building principal must approve any deviation from the above grading system. Progress reports will be sent home via email at the end the fourth week of each grade period. Quarter grades will be issued at the nine-week period. Semester grades (each 18 weeks) are part of the student's permanent record. Please be advised that prospective employers are interested in academic, attendance, citizenship records as well as extra curricular activities.

End of Course Exams

Will be given at the end of second semester in all content areas mandated by the Department of Elementary and Secondary Education. EOC will make up 10% of the students semester grades.

Semester Course Finals-

All students are expected to take the 1st and 2nd semester finals. All finals are comprehensive in nature and will they will be scored in the assessment (80% category) of the students overall semester grade. Students who do not take their finals will receive a zero.

If a student should miss a final due to vacation, then they must make arrangements with their teachers to take finals early. Students should anticipate an alternative final to ensure the validity of finals other students are taking. Should a student miss a final for a vacation and not make prior arrangements, the student should anticipate a zero on the final.

Honor Roll

At the end of each quarter and semester, an A and B honor roll will be published. The A honor roll will contain the names of students grades 7-12 who have earned an A- (3.67) average or better for all classes. The B honor roll will show the names of students who have average a B- (2.67) or better for all their classes and have nothing less than a C-.

Late Policy

If a student turns in an assignment one day late they can receive up to 90% on the assignment. After the one day late students have the ability to turn in the assignments in until the mid-term ends and/or quarter ends depending on which comes first. They will receive a 10% reduction off the total points they earned for the assignment. No assignments will be accepted after mid-term and/or quarter depending on which comes first. Any late assignments turned in after the quarter or midterm mark can still be accepted by the teacher with administrator and department chair approval. Late work will need to be completed with a teacher in the subject area in order for it to be acceptable work.

**This policy excludes in class assignments. Any assignment that has been assigned and completed in class is expected to be turned in on the due date assigned. If not turned in the student will receive a zero on the assignment or the grade in which they earned at the point of the due date.*

Parent-Teacher Conferences

First semester parent-teacher conferences are typically held near the end of the month of October and in March. Late afternoon and evening time slots are made available. Parents are urged to come to the school and confer with their child's teachers at these times. A conference can be scheduled at any other time during the year if a student and/or parent would like to visit with a teacher on a one-to-one basis. These conferences must be scheduled in advance to be sure that the teacher is available at the time of the conference.

Progress Reports/Deficiency Notices

The Lumen Data System is used to hold all students grades. On Tuesday of each week the Lumen system produces a letter (email) to the parents/guardians of students who have a D or lower in any of their courses. This letter is a simple letter of notification for parents/guardians as it regards to grades. Parents can always contact the school if they are concerned.

Schedule Changes

In order for a student to request a change in his/her schedule they will need to request a “Change for Class Request Form” from the school counselor. Upon receiving the request form the student will need to complete the form in its entirety. After the student completes the form, the student will then return the form to the counselor for approval. NO change will be made until the paperwork is complete. A student’s schedule will be changed for the following reasons only and only during the first 5 days of the semester:

- Computer error
- Prerequisite courses not met
- Duplicate credit
- Teacher recommendation
- To protect a student's ability to graduate
- Potential Conflict

Requests for class changes will **not** be considered for the following reasons: 1) a change of student interest, 2) a negative effect of course grade on GPA, 3) not needing the course to graduate. First semester changes can be made during August registration or before classes start. Second semester changes can occur the last two weeks of first semester.

Missouri State High School Activities Association (MSHSAA) Activities

New Bloomfield School Interscholastic Philosophy: Extracurricular and Co-curriculum participation has long played a major role in the educational development of public school students. The New Bloomfield Schools are committed to providing a strong interscholastic program, which emphasizes the student’s moral, physical, mental, and emotional development. Participation in these programs can be a rewarding experience. It can build confidence, increase discipline, and teach teamwork. The participants can develop many positive characteristics that will help in their future lives. Along with these positive characteristics also comes responsibility on the part of the participant. As a member of the Missouri State High School Activities Association, we are obligated to recognize and adhere to both MSHSAA and New Bloomfield School Districts respective guidelines and policies governing interscholastic activities. If the student expects to represent our school on the playing fields of competition, then he/she accepts this responsibility. It is important to remember that students must first establish themselves academically and as productive school and community citizens before they are allowed to represent New Bloomfield in interscholastic activities.

Please be advised that MSHSAA does yearly policy revisions. So at any moment these rules may change. For that reason, we will not attempt to recite all MSHSAA rules and by-laws here. Parents and students should consult the MSHSAA handbook at www.mshsaa.org to ensure you are not doing anything that might violate your eligibility. If questions, please contact your coach or athletic director.

Team Support: Involvement in interscholastic sports is voluntary on the part of the athletes. When they choose to participate on a New Bloomfield sports team they are becoming part of a team. Teams are made up of teammates who are there to support one another, to cheer for one another, and to help one another become the best athlete they can be. The coaches and the administration find it very important for the teams to be supportive of one another no matter what level they are participating. The following requirements have been set up to help promote team spirit and team growth.

- Athletes are required to stay for the conclusion of the event they are participating in. If an athlete is a JV player they must stay or come early for the Varsity game. If an athlete is a Varsity player they must stay or come early for the JV game.
- Softball and Baseball players will sit in the dugout for both games.
- Basketball players will sit behind the bench or designed area determined by the coach when they are not playing.
- Track members must stay until everyone on the team has finished their events.
- Golfers must stay until each teammate has completed their match.
- Cheerleaders/Stuntmen will stay until the completion of the event for the evening.
- If for some reason you need to take your child prior to the end of an event, it must be pre-approved by the coach or sponsor.
- If an emergency situation occurs, the game supervisor can approve the athlete leaving the event early.

Admission Charges

- Cost of admission to home games are \$5.00 for adults and students are free.
- Season and Yearly passes will be available at a discounted price. Please contact the AD for price details.

Practice Schedule: Students are responsible for keeping track of their practice schedule. Each week a practice schedule is provided. These are available through the daily announcements as well as posted on the website. It is in their best interest to keep this copy so they are in attendance for practice.

Awards Banquet: The New Bloomfield Athletic Booster Club sponsors a sport banquet at the end of the season. Coaches will inform their athletes of the date of the banquet and ensure that all team members are present and recognized. Athletes that cannot be in attendance because of extenuating circumstances should notify the athletic director and coach as soon as possible.

Physicals and Insurance: Students are required by MSHSAA to provide the school with a certificate of an issued physical signed and authorized by a physician. A student will not be permitted to practice or compete for New Bloomfield schools until a current, complete, signed physical is on file with the school. Physicals dated on or after February 1st of the current school year will be valid until July 1st of the following year. All physicals prior to February 1st of the current year will expire on July 1st.

Uniform Fee: Each athlete will pay a uniform fee one time per school year, regardless of how many sports an athlete participates in. There will be a maximum of two uniform fees per immediate family. The funds generated by this uniform fee will be used solely to purchase uniforms for our athletic teams. This fee must be paid before the athlete is issued a uniform.

Equipment: All students are responsible for the preservation of school owned athletic equipment. This equipment must be handled properly and accounted for at the conclusion of the sport season. Any damage or loss of equipment by an athlete will require him/her to reimburse the New Bloomfield School District at the value it would cost to replace the item damaged or lost.

All uniforms must be returned to the coach one-week after the season is over. If it is not returned in a week's time the coach will make contact with the parent to ensure that the uniform is returned in a timely manner.

Conditioning Requirements: Each squad must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports.. The 14 practice requirement shall be waived if a student has been a member of another school sports squad immediately preceding the sport season and has had 14 days conditioning.

Multiple Activity Policy: Students who are participating in more than one activity during a specific time frame of the school year may continue to be involved in both activities if they individually work with the sponsor of that activity to make sure they have a minimum number of practices to participate. Students will not be denied the opportunity to be part of an activity because of involvement in other activities. Activity sponsors will cooperate with each other to assure all students have an equal opportunity to participate, practice, and be part of a team organization or activity. All students are eligible for participation in activities if they meet academic, social, and behavioral standards as established by the District, this policy, and their sponsors. Each activity, as deemed appropriate by the sponsor, will have requirements for tryouts or membership for all participants. These qualifying requirements will be non-discriminatory and appropriate for the students of the New Bloomfield R-III School District. Students will be required to sign a priority contract when involved in multiple sports in one season. The priority contract determines which activity the student will participate in when two or more activities are simultaneously scheduled. A student may compete in more than one activity on a single day as long as the priority sport is completed and/or not interfered with by the secondary sport. Other exceptions such as state tournaments and

special situations as deemed appropriate by the activities director may be made when necessary.

Parent/Coach Communication: Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to students. As parents, when your student becomes involved in our program, you have a right to understand what expectations are placed on your student. This begins with clear communication from your student's coach.

Communication Coaches Expect from Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your student becomes involved in the programs in the New Bloomfield R-III Schools, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. At these times discussion with the coach is encouraged.

Communications You Should Expect from a Coach

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the squad.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, offseason conditioning.
5. Procedure that will be followed should your student be injured during participation.
6. Discipline that results in the denial of your student's participation.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

It is very difficult to accept your student not playing as much as you may hope. Coaches are professional. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Calling of plays
4. Other student-athletes/participants

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

1. Call to set up an appointment with the coach.
2. Please do not attempt to confront a coach before or after a contest or practice.

A parent should not enter a team locker room or dugouts before or after a contest or practice unless their student has been injured. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote resolution.

The Next Step: What a parent is to do if the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate step can be determined.

Since research indicates a student involved in extracurricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school. We hope the information provided here makes both your student and your experience with the New Bloomfield R-III extracurricular programs less stressful and more enjoyable.

LETTERING POLICY

1. All seniors who have committed themselves to a sport all four years without quitting will earn a varsity letter.
1. Athlete must show good sportsmanship and abide by the rules and guidelines set up by New Bloomfield School, the head coaches, and MSHSAA.
2. Athlete must participate the entire season.
3. Only students' grades 9-12 are eligible for a varsity letter.
4. Athletes must be in good standing and remain in both good academic and citizenship standing with the New Bloomfield School District throughout the entire sports season for which they are eligible to earn a letter.
5. The coach, with the approval of the Athletic Director and/or Administration, reserves the right to letter an athlete with extenuating circumstances. (Examples of extenuating circumstances are: A player who gets injured and would have had lettered if they were able to play; A pitcher who pitches in all of their scheduled games; A player who fulfills their role on the team according to the role description; and others defined by the coach and AD).
6. Appeals Committee: Any player, who feels they should have lettered and did not, can make an appeal to the appeals committee. The appeals committee is made up of the coach, the principal, and the athletic director. The committee will make the final decision.

SOFTBALL:

- Athlete must play in 66% of total innings played during the season.

- Athlete must follow the rules set forth by the District in the Athletic Handbook.

BASEBALL:

- Athlete must play in 66% of total innings played during the season.
- Athlete must follow the rules set forth by the District in the Athletic Handbook.

BASKETBALL:

- Athlete must play in 66% of total quarters played during the regular season.
- Athlete must follow the rules set forth by the District in the Athletic Handbook.

TRACK:

- Athlete must score at least one point at a major meet (more than 8 teams at the meet).
- Athlete must attend 90% of total meets.
- Athletes must follow all rules set forth by the District in the Athletic Handbook.

GOLF:

- Athlete must participate on the varsity squad 66% of all of the golf matches.
- Athlete must follow all rules set forth by the District in the Athletic Handbook.

CHEERLEADING:

- Athlete must participate in 90% of total games.
- Athlete must participate in 90% of all practices throughout the season.
- Athletes must follow all rules set forth by the District in the Athletic Handbook.

MANAGERS:

- Student must be at 90% of games in which he/she is to be the manager.
- Student must be at 90% of all of the practices.
- Jr. High – can earn a certificate and manager pin, but not a varsity letter.
- Managers must follow all rules set forth by the District in the Athletic Handbook.

DANCE:

- Student must participate in 90% of all practices.
- Student must participate in 90% of all performances.
- Athletes must follow all rules set forth by the District in the Athletic Handbook.

CROSS COUNTRY:

- Athlete must attend 90% of total meets.
- Athlete must participate in at least 80% of varsity matches.
 - Athlete must score in the top 5 for the team in at least 50% of the total matches.
- Athlete must follow all rules set forth by the District in the Athletic Handbook

BAND and CHOIR

- Participate in 80% of the out of school events
- Perform at the spring and winter concerts (unless discussed prior with the director)
- Have at least an 85% grade in choir class.

- Participate in choir rehearsal as justified by the director.
- Receive no OSS during the school year.

SPEECH AND DEBATE

- Students must follow all rules in the activity handbook.
- Student must participate in 90% of all practices.
- Students must participate in 90% of all performance/competitive activities.
- Student must participate in District competition.

ACADEMIC BOWL

- Student must follow all rules in the activity handbook.
- Student must participate in 90% of all practices.
- Student must participate in 90% of all competitive activities.
- Student must participate in District competition.

Enforcement of Activities Rules and Disciplinary Process: Representing New Bloomfield R-III School District in extracurricular activities is a privilege. In choosing to participate in extracurricular activities, you are choosing to accept the role of leader in the school community. Therefore, you must be a creditable citizen. Creditable citizens are those whose actions, both in and out of school, will not reflect discredit upon themselves or their school. The following disciplinary processes will be enforced upon infractions that occur during the summer months as well as during the school year. They will apply to all participants. All discipline will apply to extra- curriculum and co-curriculum participants. Suspensions will apply to all activities including, but not limited to sporting events, dance, play, etc.

Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall **not** be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special conditions of probations (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of the probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility: Each student is responsible to notify the school (Coach, AD or Principal) of any and all situations that would affect his/her eligibility under the above the standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from the discovery, pending review by the Board of Directors.

Criminal Offenses: Any student that is convicted of, pleads guilty or no contest to or is adjudicated by the juvenile justice system of a **misdemeanor** (class A, B, or C, not to

include traffic offenses) will face the following consequences in addition to those imposed by the justice system:

1st Offense: The student will be suspended for no less than 15 days of the season up to the equivalent of one semester. The suspension will begin with the first contest following the infraction. During the suspension, the athlete will be allowed to practice. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. To be eligible upon completion of disciplinary sanctions, the student **must** continue to practice with their team and adhere to all athletic handbook policies during this penalty.

2nd Offense: The student will be immediately dismissed from the team if the infraction occurs during the season, and if occurs during the summer when school is not in session, the offender will be ineligible for 365 days from the date of the infraction.

Any student that is convicted of, pleads guilty or no contest to a **felony** (Class A, B, C or D) will face the following consequences:

1st Offense: The student must go before the school Board. The student will be suspended from all activities for the equivalent of one semester. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. To be eligible upon completion of disciplinary sanctions, the student **must** continue to practice with their team and adhere to all athletic handbook policies during this penalty. The situation will dictate as to whether it is in the best interest of the team for the student to continue to practice.

2nd Offense: The student will lose eligibility for the remainder of their high school career.

Drugs, Alcohol, and Tobacco: The use, possession, and distribution of drugs, alcohol, and tobacco are strictly prohibited. Electronic cigarettes are included and strictly prohibited. These substances are against the law. They prohibit you from reaching your potential as an athlete and will have long-term negative health effects on your body. Any student involved in any co- curricular or extracurricular activity seen by law enforcement, teacher, staff member or administrator possessing, using, or distributing of tobacco, alcohol or illegal drugs whether on school grounds or off, during the school year or summer months will be reported. The information will be validated by the Activities Director or building principal as soon as possible and they will hold a conference with the student. Reasonable effort will be made to allow the student's parent(s) to be present. If after this interview, the information is valid, the Building Principal shall report the incident to proper law enforcement. If the student is found

guilty of a misdemeanor or felony they will be dealt with according to policy. If not reported to police but the student is still in violation of the drug/tobacco/alcohol policy the following penalties will be imposed:

1st Offense: The student will be ineligible for a minimum of 10% of his/her competitive season. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time shall begin with the first contest of the next season and WILL NOT include practice days prior to the first competition. Post- season tournament play is included.

2nd Offense: The student/athlete shall be ineligible for a minimum of 40% of his/her competitive season. This penalty may carry over to subsequent sports seasons. If a penalty carries over to another sports season, the suspension time WILL NOT include practice days prior to the first competition. Post season tournament play is included.

3rd Offense: The student/athlete shall be ineligible for all extracurricular activities for 365 days, beginning from the date of violation.

The administration reserves the right to impose greater penalties depending on the severity of the offense.

Sportsmanship Policy: Sportsmanship Policy Statement: Participation in extracurricular activities is an honor and an important part of personal growth. The standards we use to define sportsmanship include but are not limited to, respect, honesty, self-control, positive attitude, responsibility, and courtesy regardless of the events outcome. All event participants (students, sponsors, spectators) are expected to follow these standards. The school's reputation should not be placed in jeopardy because of unsportsmanlike conduct displayed by anyone involved. Violations of this policy will not be tolerated.

Unsportsmanlike conduct is defined as any act that would reflect discredit upon an individual's character.

The following policies are established to serve as guidelines for actions to be taken by the school in addition to the mandatory provisions contained in MSHSAA by-law 810.

Goals of a Sportsmanship Policy:

- a. To encourage responsible behavior by participants, coaches, sponsors, fans, cheerleaders, and others connected with extracurricular activities.
- b. To promote the educational values of competition and participation.
- c. To provide opportunities for youth to acquire worthwhile knowledge, skills, and emotional patterns.
- d. To promote behavior that reflects the values outlined in the New Bloomfield School's Discipline Policy.

Sportsmanship Rules:

- a. Participants will conduct themselves in a manner consistent with the sportsmanship standards set forth in the New Bloomfield High School's – Discipline Policy.
- b. Participants will respect the integrity and judgment of event officials, even if they disagree with their judgment.
- c. Participants will refrain from using profanity or loud abusive language towards officials and teams.

Student Participant Penalties - When a participant is assessed a penalty by an event official, sponsor, or administrator for unsportsmanlike conduct:

1st Offense: The coach/sponsor shall remove the participant for the remainder of the event. The student participant will write a letter of apology to the officials and opposing school. The coach/sponsor may assign extra duties to be performed during the next practice.

2nd Offense: The coach/sponsor shall remove the student participant for the remainder of that contest and they will be benched for the next 2 related events. Student and parent must meet for a conference with the administrative team. The student participant will write a letter of apology to the officials and opposing school.

3rd Offense: Removal from the activity for the remainder of the season. If there are extenuating circumstances making the participant's conduct more serious, the penalty imposed by the school shall be immediate removal from the group.

Sponsor Penalties - When a sponsor is assessed a penalty by an event official, or administrator for unsportsmanlike conduct, penalties shall result in action commensurate with the act committed. Sponsor is defined as any faculty or staff that has been assigned specific duties per extra duty contract agreement.

1st Offense: Discussion and written reprimand by the sponsor's administrator.

2nd Offense: Discussion and written reprimand by the sponsor's administrator. Sponsor must write a letter of apology to the offended party within 48 hours of the incident. Copy must be given to the Superintendent.

3rd Offense: Written reprimand by sponsors is placed in the sponsor's file and the sponsor is suspended from the next activity. (In case of Jr. Varsity/Varsity game, this will be counted as one event). When a sponsor is ejected during a contest for unsportsmanlike conduct, MSHSAA By-Law 810 provides as a minimum penalty the school prohibit him/her from participating in, or attending, at least the next contest for that team.

Spectator Misconduct – Action regarding the misconduct of a student spectator or fan shall range from a warning to being banned from attendance, depending on the severity of the action. Violent acts shall result in charges being brought against the individual or information being provided the prosecuting attorney, who may bring charges under Missouri Law, and banned the remainder of the season.

1st Offense: Immediate removal from the event and up to 7 days suspension from all New Bloomfield activities.

2nd Offense: Immediate removal from the event and 30 day suspension from all New Bloomfield activities.

3rd Offense: Immediate removal from the event, and 365 day suspension from all New Bloomfield activities.

Offenses will culminate and carry over beyond the current school year.

The administration reserves the right to impose greater penalties depending on the severity of the offense.

District Policies and Rules: In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following rules are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one year. The Superintendent of Schools will determine the length of the restriction.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

Citizenship Requirements ISS/OSS Participation: To represent the New Bloomfield R-III School in extracurricular activities, each student must:

- Demonstrate acceptable, sound behavior standards as deemed necessary by the principal, coaching staff, and sponsors.
- Student cannot compete in any competition or practice on a day that he/she has OSS. Students cannot compete in any competition on the day that he/she has ISS, but must attend practice. The principal will not assign ISS or OSS around a student's extracurricular involvement.

OSS Assignment:

- 1st Assignment of OSS will result in probation from the AD.
- 2nd assignment of OSS will result in loss of eligibility for the remainder of the semester

*Students who have OSS may not be on school grounds.

ISS Assignment:

- 1st Assignment of ISS will result in consequences in the student handbook.
- 2nd Assignment of ISS will result in Probation assigned by AD and consequences of the student handbook.
- 3rd Assignment of ISS will result in loss of eligibility for the remainder of the semester.

Academic Requirements for Sports: No student can participate in athletic competitions or extracurricular activities if they have more than one D or F at the time of grade

checks. To regain eligibility a student must meet all academic requirements at each grade check. High School and Junior High eligibility will be checked after 2 weeks of ineligibility. They are expected to meet the same eligibility requirements. Students must also meet MSHSAA standards of eligibility for participation. ALL students must follow these guidelines. There are NO exemptions or exceptions.

Attendance: As provided in the District attendance rules in this handbook, students may not attend or participate in an extracurricular activity if they miss any part of the school day on the day of an activity. Unexcused tardies carry the same consequence. Any absence must be approved by school official with proper documentation before they are allowed to participate. If a student is going to be gone on the day of an event, they must have prior principal or AD approval to be eligible. This must be done before the scheduled event. If this is not done in advance, the student will not be allowed to participate. Students who have an emergency may leave school only with prior approval of Athletic Director or Principal. Examples of these emergencies are orthodontic problems, vision problems, family emergencies, and medical related emergencies. In cases of medical issues, any student who does not provide documentation from the doctor will not be allowed to participate that evening.

Dress Code and Grooming: Students, athletes, and coaches that are involved in extracurricular activities represent the New Bloomfield R-III School District. Therefore, it is of utmost importance that we make a good impression. Individual coaches will inform students of the appropriate game-day and practice attire for each activity.

Transportation: A student may ride home with his/her parents, provided they sign their son/daughter out on the sign out sheet at the event and is in accordance with the coach's team rules. Students must have administrator approval to leave at the end of an event with persons 21 or older, other than their parents, prior to the bus leaving the school for the scheduled event. A written letter signed by the student's parent will be necessary to receive administrator approval to ride with someone else.

Summer Dead Period: All member schools shall establish a summertime dead period for all MSHSAA- sponsored activities which shall be nine consecutive days in length and must begin on a Saturday and last through the second following Sunday. Student athletes will be notified of these dates each year.

Based on recent legislation passed (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, random drug testing, and financial requirements. Due to the timing of this

legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

Extracurricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Dances and Club Activities

The building principal must approve social activities in order for them to be considered "school-sponsored." High school dances are for students in grades 9-12 and middle school dances are for students in grades 7-8. Students must be in good standing to attend all dances and club activities, i.e., no missed detentions, no ISS the day of the event, meet the requirements of the "Good Standing Policy", etc. Students who leave the building where the dance is held without the permission of the principal will **NOT** be allowed to return. **No outside guest will be allowed into MS dances.**

The dress code for prom and homecoming is semi-formal. Prom is for grades 11-12 only unless a student is the date of a New Bloomfield junior or senior. If there is suspicion of alcohol or drugs a students, guests, and parents may be required to pass a breathalyzer test in order to attend the dance or activity. A student wishing to bring a date or guest not enrolled at New Bloomfield R-III Schools must register them with the sponsor at least 24 hours before the dance. Dances and club activities are open to New Bloomfield students and their **registered** dates that are under the age of 21 years. The guest must provide a student ID or driver's license for admission to a dance. **ALL** students must meet the requirement of the "Good Standing Policy" in order to attend. Students who graduate early must be an invited guest to attend all dances (Homecoming, Prom, etc.).

Field Trips

School field trips enrich students' educations and are carefully planned by staff to be both rewarding and safe. In order to take advantage of these opportunities, each student must have a permission slip and an emergency form signed by the parents/legal guardian and in the principal's office before each trip. All trips require administrative approval. Teachers will enforce all school rules on trips. Students who violate school

rules while on a trip will lose all trip privileges for the remainder of the school year. ALL students attending ALL day trips will need to complete a “Field Trip Form”. Students can find this form in the front office or from their sponsor. Students will also be required to fill out a “Preplanned Absence Missed Work Sheet” for all Full Day Activities/sports.

Good Standing Expectations

The District believes in reinforcing positive citizenship habits. The mission of any school is to instill in its students citizenship skills that enhance future successful adults they will become. Students who violate citizenship standards can lose privileges for being deemed a student "not in good standing" with the District." If a student falls out of good standing then. These privileges can include such as, but are not limited to: elementary field day, school dances, prom, attendance at graduation, etc. could be revoked.

Any of the following infractions, but not limited to, can place a student on "not in good standing" status for the remainder of that quarter or until the student debt is resolved:

1. A student with more than five unexcused absences in any one class per quarter.
2. A student that has received more than three discipline referrals per quarter excluding tardies.
3. Having unpaid student accounts. Example: lunch, preschool, library books, etc. Payment plan options are available, contact building principals.
4. Students must be in attendance all day on Friday prior to any dances.
5. Any student on the ineligibility list cannot attend the dance.
6. Less than eight tardies per quarter for middle school and eight tardies per semester for high school.
7. Any egregious act.

At New Bloomfield Schools, we recognize and honor the diversity of our families and their unique needs. We want to assure you that we are here to support you every step of the way. If you find yourself in a situation where you require assistance with payment options or plans, please don't hesitate to reach out. We are more than happy to work with you to find a solution that best fits your circumstances. Support can be easily accessed by contacting your child's building administration. Your child's education and well-being are our top priorities, and we are committed to ensuring that every family feels supported and valued within our community.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely or due to unforeseen, unusual, or unavoidable events. When it becomes necessary to cancel or dismiss school the public is asked to check one of the following for information:

KOMU Channel 8
KRCG Channel 13
ABC Channel 17

Local Radio Stations
District Website
School Reach

District Facebook page

Information regarding cancellations, early dismissals, and emergencies will be distributed via School Reach calls to the phone number on record. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal S-165-S

Elementary/Middle/High Schools: The school building opens at 7:30 a.m. and will close at 3:40 p.m. Students should not be dropped off early or remain on school grounds after 3:30 unless under the supervision of a teacher, sponsor, or coach.

Class Schedules/Bell Schedules

HS		MS	
First	7:54 - 8:51	First	7:54 - 8:51
Second	8:55 - 9:52	Second	8:55 - 9:52
Third	9:56 - 10:53	Third	9:56 - 10:53
Fourth	10:57 - 12:25	Fourth	10:57 - 11:54
Lunch A	10:57 - 11:21	Fifth	11:58 - 1:26
Lunch B	11:25 - 11:49	Lunch C	11:58 - 12:22
Fifth	12:29 - 1:26	Lunch D	12:26 - 12:50
Sixth	1:30 - 2:27	Sixth	1:30 - 2:27
Seventh	2:31 - 3:30	Seventh	2:31 - 3:30

Parties/Celebrations

Elementary grades and/or classrooms may have parties during the course of the school year. Your student's teacher will inform you of these events. Homemade food/snacks are not permitted in order to ensure food safety and allergy prevention. All snacks brought for events must be prepackaged and in the original packaging [include any nutrition standards for food brought by parents to be served during school hours].

Lockers

Each student in grades 5 through 12 have lockers for which the District provides locks. Gym lockers are provided for grades 7 through 12. If students elect to use a lock on their gym lockers, be aware that locks may be cut in the event that the student is not available to open the locker at the request of an administrator or if a student refuses to open a locker.

Supply Lists

Your student's school supply list will be posted annually on the District website. It is also located in your registration packet. Little Cat's Preschool has its own supply list which is provided to parents.

Student Parking and Driving

All student vehicles are to be parked in the designated south parking lot. Failure to park in the (marked) designated parking area will result in parking privileges being revoked. Students are prohibited from being in the parking area at any time during the school day without prior permission. Students are expected to come into the building upon arrival at school (7:30 a.m.). Loitering outside the school and in the parking lot area is prohibited.

Students who drive automobiles, motorcycles and bicycles are to park in the designated parking areas. Students are not allowed to bring or ride skateboards, roller blades or roller skates on school grounds at any time. These items will be confiscated. Students are not to remain in cars after they have come on the school grounds. Students are **NOT** allowed to go to their cars between classes, at lunchtime or any other time except at the end of the school day or with direct permission from the principal's office and with an adult escort to the vehicle.

All students who drive to school must fill out a proper registration form, submit proof of insurance and copy of a valid driver's license, and follow all automobile regulations or face loss of driving privileges. Vehicle tags must be displayed in the windshield. Students in middle school who are 16 years and older will not be allowed to drive to school unless permission is granted by administration.

Students who are speeding, recklessly operating the vehicle, or making excessive noise on school property or near any school building may have driving privileges revoked. Always obey posted speed limits. Always obey all traffic laws.

Little Cats Preschool Information

Requirements for Enrollment: Students must reside in the New Bloomfield School District. A copy of the child's immunization record must be brought in on the first day of preschool. If not, the child will not be able to start preschool until it is on file. Children must be potty trained to be allowed to enroll in the program.

The following criteria will be used to determine enrollment in the Little Cats program. All final enrollment decisions will be made by the New Bloomfield R-III Administration.

1) Returning Students

- Children enrolled in Little Cats the previous year may return if they are not yet eligible for kindergarten.
- Once a child is kindergarten-eligible, they must enroll in kindergarten. If a parent wishes for a kindergarten-eligible child to remain in Little Cats for an additional year, the request must be reviewed by the New Bloomfield R-III administrative team, who will determine the best placement for the child.

2) Children of District Employees

- Children aged 3 years or older whose parent(s) are employed by the district are eligible for enrollment as a benefit to district staff.
- Current Employees: Must enroll their child by April 1st for the following school year.
- New Hires: Must enroll their child upon hiring, with a final enrollment deadline of the May board meeting.
- For any exceptions or special circumstances, employees should contact the Early Childhood Director.

3) Children Entering Kindergarten the Following Year

- Children who will be eligible for kindergarten the next school year will be enrolled based on the date they were placed on the waiting list. This ensures priority for children who will move on to kindergarten after attending Little Cats.
- Full time enrollment will be given priority.

4) Children Aged 3 Years, 6 Months

- Children who are at least 3 years and 6 months old and will enter kindergarten in two years may be enrolled based on the date they were placed on the waiting list.
- Enrollment for these children will not occur until July 15th to allow older children the opportunity to enroll first.

Additional Enrollment Guidelines

- Mid-Year Openings: If a spot becomes available during the school year, Little Cats will follow this enrollment policy in order to fill the vacancy.
- Waiting List Policy: If a family chooses not to enroll their child for the upcoming year, the child will retain their waiting list position for the following year.
- All final decisions about enrollment into the Little Cats program will be made by New Bloomfield R-III Administration.

Little Cats Preschool Program Overview

Hours of Operation: Little Cats Preschool operates from 7:30 a.m. to 3:30 p.m. each school day.

School Calendar: Our program follows the New Bloomfield R-III School District calendar.

Additional Closure Dates: Please note that Little Cats Preschool will be closed on March 4 & 5, 2027, for mandatory staff training, even though the district will be in session on those days.

Inclement Weather & School Closures: If New Bloomfield R-III School District cancels school due to inclement weather, Little Cats Preschool will also be closed.

Tuition: Tuition is \$20 per day, regardless of attendance.

Staffing & Instruction: Little Cats Preschool maintains a 10:1 student-to-adult ratio to ensure a safe, supportive, and engaging learning environment. A certified teacher is present during all core instructional times, providing high-quality early childhood instruction aligned with district expectations. We utilize a Missouri state-approved preschool curriculum, ensuring alignment with state standards and a strong foundation to support kindergarten readiness and long-term student success.

Transportation: Students who are 4 years of age or older may ride the district bus to and from school, provided all bus rules and guidelines are followed. Per state law, 4-year-old students are permitted to ride the bus without a safety harness, and no additional aide or seat belt will be provided.

Specials: Preschool students will participate in district special classes, including: Art, Music, Physical Education (PE), Library, Counseling.

Payment Procedures: Payments can be made weekly, bi-weekly, or monthly, unless other arrangements have been made with the administrator. All payments are due by the last school day of the month. A late payment fee of \$25.00 will be charged to your account if payment is not received by the last school day of the month, an additional \$10.00 will be charged if payment is not received or arrangements not made with the program director by the 5th of the month. The child will be dropped from the program if payment or arrangements have not been made 2 weeks after the due date. If you are experiencing difficulty meeting one of these designated pay schedules, please contact the administrator to work out other arrangements.

We will accept cash (in an envelope with your name on it), check, or money order. Online payments can be made through the PAYWAT system. Please contact the director for further information on online payment procedures.

All checks must be made payable to the New Bloomfield R-III School District. Payments should be placed in the drop box that is in the classroom for your convenience or given to the Elementary secretary. Financial information and payments are the administrator's responsibilities and your child's teacher will not have information in regards to payments and your child's account.

If you provide a valid email, you will have access to your account information via LUMEN. A user ID and password will be provided upon request.

Dress Code Information: Children should come to school dressed in simple, washable clothing appropriate for the season. Children must have a pair of tennis shoes in their cubby. Dress shoes, sandals, and flop-flops make it difficult for running and playing outdoors. It is required that each child have an extra pair of tennis shoes to slip on for PE play. Children wearing short skirts should wear shorts underneath so they can run and play freely. If a child's clothing or shoes interfere with the child's working/learning, we will have the child change into more suitable attire. Please keep a minimum of at least 1 set of extra clothing (including underwear) in your child's cubby, just in case. Please make sure your child's change of clothes is season appropriate.

Preschool Meals and Snacks: Families may choose to provide breakfast at home or have their child participate in breakfast offered at school. Breakfast is available to all preschool students each morning at 7:50 a.m.; however, this is not included in tuition and will be charged separately through the cafeteria. Lunch is included in the cost of tuition, and no additional fee will be applied. Students may also bring a sack lunch from home if preferred; please note that no microwave is available, so all food items must be ready to eat without heating. An afternoon snack will be provided daily at no additional cost.

Nap/Rest Time: We have rest time daily. Your child is not required to sleep but to remain quiet. After at least 45 minutes of quiet time, the child may read a book or do another quiet activity.

Discipline at Little Cats Preschool: At Little Cats Preschool, we take a positive approach to discipline, we focus on learning to make good choices, being respectful to our school, being respectful to others, and being respectful to ourselves.

We will guide children to make good choices and to help them accept consequences when they don't make good choices. We will assist children in understanding their feelings and learning how to express them in an appropriate manner.

A cool off time may be used if a child needs a few moments to collect themselves and get themselves under control.

If a child displays consistent discipline problems, such as violent behavior towards students or staff, behavior that causes injury to themselves, other students or staff, or causes a consistent disruption to learning, a meeting will be called to discuss what actions need to be taken. If these issues are not resolved through conferences between the parents, staff, and Mrs. Glick, the student may be asked to leave the program. The child will not be eligible for future attendance. This is a last resort and we will make every attempt to help your child adjust socially and academically. If a parent has prepaid for the month the family will be reimbursed from the day of removal until the last day of the month.

Biting is a serious offense. If your child bites other children or staff, you will be notified and asked to come get your child for the day depending upon the severity of the bite. If biting continues, a meeting will be called to discuss what actions need to be taken. If the behavior is not resolved, your child can be removed from the program.

Preschool Illness Policy: Children are observed upon arrival and throughout the day for signs of illness. If unusual behavior is noticed, it will be monitored closely and your child will be sent to the health office. These behaviors can include, but are not limited to:

- Cranky or less active than usual.
- General feelings of discomfort.
- Loss of appetite.
- Cries easily.
- General signs of listlessness, weakness, drowsiness, flushed face or headache.

Communication: Open communication between the school and the families is crucial to the success of the program and the children's education. Communication about your own child or the program should be first discussed with the teacher. If problems or concerns still exist, please contact the administrator. Parents are welcome to check in on their child. Parent/teacher conferences are scheduled with everyone in the fall, and scheduled with those needing/requesting a conference in the spring. Conferences may also be scheduled any time throughout the year at the teacher or parent's request.

Withdrawal: Withdrawal from Little Cats Preschool will require a two-week notice. Full tuition will be due for the last two weeks, even if the child has already been removed from the center.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building secretary.

All District policies can be located at: [New Bloomfield R-III School District Policies](#)

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS),

or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Drug Testing Forms*
- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

**New Bloomfield R-III School District
Random Suspicionless Drug Testing Program
Consent Form**

I, _____, [Student's Name] have received, read, and understand
and agree to abide by the New Bloomfield R-III School District's random drug testing program and procedures. As a condition of my participating in an organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property, I hereby authorize the release of information and results of the tested specimens to the Activity Director/Administration and to my parents/guardians. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

Student Signature: _____

Date: _____

I, _____, [Name of Parent/Guardian] have received, read, Understand, and agree to abide by the New Bloomfield R-III School District's drug testing policy and procedures. As a condition of my student participating in an organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property, I hereby authorize the release of my students' information and results of the tested specimens to the Activity Director/Administration. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

Parent/Guardian Signature: _____ Date: _____

**New Bloomfield R-III School District
Random Suspicionless Drug Testing Program
Opt Out Form**

I, _____ volunteer to have my name withdrawn from the student drug testing pool at New Bloomfield High School.

I understand that by withdrawing my name from the random drug testing program I will be ineligible for participating and attending all organization or club activities, MSHSAA recognized sports/extracurricular activities, and parking on school property for 365 calendar days.

Student Name: Print

Student's Signature

Parent's Name: Print

Parent's Signature

**New Bloomfield R-III School District
Opt In to Random Suspicionless Drug Testing Program**

***For Students NOT Participating in Extracurricular Activities or
Driving to Campus***

I, _____, [Name of Parent/Guardian] have received, read, understand, and agree to the New Bloomfield R-III School District's drug testing policy and procedures. I have opted _____, [Name of Student] into the random drug testing program. I hereby authorize the release of my students' information and results of the tested specimens to the Activity Director/Administration. I understand that a positive test will result in the appropriate consequences in accordance with the random drug testing program.

Parent/Guardian Signature: _____ Date: _____

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

*Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

*Student Technology Usage Agreement**Students (for ages --- and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

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I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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