



## 2022 – 2023 Student/Parent Handbook

*Policies, Regulation, and Forms may be amended by the R-III Board of Education at their sole discretion*

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Mark S. Penny, Ed.D.  
Superintendent of Schools  
Lincoln County R-III School District

Johnathon White, Ed.D.  
Principal  
New Horizons High School

## Principal's Statement

Welcome to the 2022-2023 school year! New Horizons administration, faculty, and staff look forward to you being a part of our New Horizons family this school year. The start of a new school year provides us with an opportunity for a new beginning as we continue to move forward to achieve our goals. As the principal of NHHS, I welcome you and look forward to experiencing success with you this school year.

Dr. Johnathon White  
Principal, NHHS

**NEW HORIZONS HIGH SCHOOL MISSION STATEMENT:** We are committed to relationship building to promote a positive mindset, facilitate learning and acknowledge the success of our students.

**NEW HORIZONS HIGH SCHOOL VISION STATEMENT:** Our students will use their readiness and established talents to graduate with an improved sense of self and a guided focus for a successful future.

### **NEW HORIZONS VALUES STATEMENT: PUTTING STUDENTS FIRST**

We will demonstrate this by doing the following:

1. Modeling respect and trust-we all have unique skills and abilities
2. Model high standards and expectations as this leads to high achievement
3. Practice clear and consistent communications with stakeholders
4. Demonstrate a growth mindset by learning from our mistakes and by learning from others
5. Practice teamwork by having open and honest conversations about our current reality
6. Show trust and empathy by giving others the benefit of the doubt, by assuming positive intentions and by not passing judgment on my teammates
7. Show that we are committed to our students and our building by following all procedures, policies and protocols

## SCHOOL CONTACT INFORMATION:

### **New Horizons High School**

**Address:** 41 Clonts Field Drive  
Troy, MO 63379

**School Hours:** Session 1: M, T, TH, F: 7:30 a.m.-10:51 a.m.  
W: 7:30 a.m.-9:45 a.m.  
Session 2: M, T, TH, F: 11:30 a.m.-2:51 p.m.  
W: 11:30 a.m. -1:45 p.m.

**Office Hours:** 7:00 a.m-4:00 p.m.

**Phone:** (636)462-4967

**Fax:** (636)462-4968

**Website:** [www.troy.k12.mo.us](http://www.troy.k12.mo.us)

The District's website offers a wealth of information about the Lincoln County R-III School District, including school closing and delays, District resources, Board Policy, student handbooks, school contact information, Comprehensive School Improvement Plan (CSIP), parent web portal and teacher contact information.

### **The Lincoln County R-III APP**

The Lincoln County R-III School District partners with ParentSquare to provide families with a FREE mobile app available in Google Play or the Apple App Store. Search for ParentSquare, download, and log in using the email address that is on file with LCR3. ParentSquare is convenient and customizable to your family's needs. It provides a one-stop-shop for all of your children in the LCR3 School District by providing a personalized feed, building calendars, lunch menus, and direct communication with teachers, sponsors, and coaches. ParentSquare is also the platform that the district and its schools use to notify parents in an emergency, school closings, or with general updates and reminders. It helps prevent missed connections from your school by storing push notifications in your app regardless of incorrect contact information or poor cellular reception. Download the ParentSquare App for FREE today. To find out more and customize your language and delivery methods, visit [www.troy.k12.mo.us/parentsquare](http://www.troy.k12.mo.us/parentsquare).

## OFFICE STAFF:

**Administration:** Dr. Johnathon White, Ed.D., Principal

**Guidance Counselors:** Mrs. Erica Gifford and Mrs. Julie Harper

**Educational Office Professionals:** Mrs. Jill Boschert and Mrs. Jessica Solari

## TEACHERS

Mrs. Angela Hoven - English

Ms. Elizabeth Coil - Science

Mr. Tyler Oesch - Social Studies

Mrs. Amy Johnston - Personal Finance, Art, English

Dr. Lisa Hoffmann - Missouri Options, Math

Mr. Daryl Ray - Math, Credit Recovery, Success

## SCHEDULES

### **Daily Schedule: Monday, Tuesday, Thursday & Friday**

**Session 1:** 7:30 a.m.-10:51 a.m

**Session 2:** 11:30 a.m.-2:51 a.m.

<b>START Hour</b>	7:30 a.m. - 8:02 a.m.		<b>START Hour</b>	11:30 a.m. - 12:02 p.m.
<b>2nd Hour</b>	8:02 a.m. - 8:42 a.m.		<b>2nd Hour</b>	12:02 p.m. - 12:42 p.m.
<b>3rd Hour</b>	8:42 a.m. - 9:22 a.m.		<b>3rd Hour</b>	12:42 p.m.- 1:22 p.m.
<b>4th Hour</b>	9:30 a.m. - 10:10 a.m.		<b>4th Hour</b>	1:30 p.m. - 2: 10 p.m.
<b>5th Hour</b>	10:11 a.m. - 10:51 a.m.		<b>5th Hour</b>	2:10 p.m. - 2:51 p.m.

### **Wednesday Schedule:**

**Session 1:** 7:30 a.m. - 9:45 a.m.

**Session 2:** 11:30 a.m. - 1:45p.m.

<b>2nd Hour</b>	7:30 a.m. - 8:02 a.m.		<b>2nd Hour</b>	11:30 a.m. - 12:02 p.m.
<b>3rd Hour</b>	8:02 a.m. - 8:34 a.m.		<b>3rd Hour</b>	12:02 p.m. - 12:34 p.m.
<b>4th Hour</b>	8:39 a.m. - 9:11 a.m.		<b>4th Hour</b>	12:39 p.m. - 1:11 p.m.
<b>5th Hour</b>	9:11 a.m. - 9:45 a.m.		<b>5th Hour</b>	1:11 p.m. - 1:45 p.m.

### **Friday Flex Time Schedule:**

Friday's schedule is adjusted for a 60 minute flex period at the end of each session.

## POLICIES

### ATTENDANCE

#### **ATTENDANCE POLICY**

**Compulsory Attendance State Statute:** Statute [167.031.1](#), RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and seventeen (17), must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year.

**Absence Verification:** When it is necessary for a student to be absent from school, the student's parent should call the attendance office prior to the student's session starting on the day of the absence.

Regular class attendance is a critical factor in a student's academic success in school. Classroom interaction and instructional activities are an integral part of the learning experience. In addition, one indicator of developing personal responsibility is good school attendance. Staff members

work in partnership with parents and students to ensure that regular attendance supports student achievement and responsibility.

This attendance procedure establishes reasonable standards regarding absences. One objective of the procedure is to encourage a high rate of student attendance without imposing a hardship on students, parents, and staff members. Every student is encouraged to be in school every day and attend every assigned class.

**Arriving Before School/Leaving Early:** Students may enter only through the NHHS entrance at the front of the building prior to the start of the school day. Upon arrival, students are to remain in the commons area until the start of school.

At the end of the day, students are expected to leave campus promptly, unless they are staying for BTB.

**Doctor and Dentist Appointments:** Students will be excused for doctor and dentist appointments. The need for absence for doctor or dental appointments cannot be construed as justification for absence for the whole day if the doctor or dentist has a local practice. It is advised that appointments be scheduled during the opposite session that your student attends. The student must submit verification from the attending physician or dentist and (40) minutes of payback time will be required.

**Illness While at School:** A licensed nurse services New Horizons High School on a part-time basis. Students who become ill at school may obtain a pass from their teacher or the office to see the nurse. The nurse will examine the student to determine whether or not the illness is serious enough to warrant going home. The nurse will contact the student's parents to determine if the student can go home due to illness. **PRIOR TO LEAVING THE STUDENT MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. STUDENTS ARE NOT TO CONTACT THEIR PARENTS TO MAKE THEIR OWN ARRANGEMENTS.**

#### **EARNED CREDIT ATTENDANCE POLICY**

Students must be in attendance and pay back their missed time and owe less than 500 minutes prior to the end of the last day of each quarter in addition to passing their classes to earn credit for their classes.

#### **COLLEGE VISITS**

Submit a college-visit request to the main office in advance. College visits are limited to three days per year and are only for 11<sup>th</sup> and 12<sup>th</sup> grade students.

#### **LEAVING EARLY**

Written or verbal parental permission is required before students are allowed to leave campus after they have arrived. Students who ride a school bus are considered to have arrived at school when they board their school bus. When students leave school with written parental permission, they are not required to bring another written excuse when they return except in instances where the written request did not specify a reason. When the student is leaving early, they are required to check out at the main office.

*Students who fail to observe the above procedure when leaving school after they have arrived will be considered truant and subject to the consequences for such.*

Students who become ill at school must be checked out through the nurse's office. They are not to call home themselves. They must sign out through the main office prior to departure.

### **ARRIVING LATE**

Students who enter school after classes have begun must sign in at the main office. They are considered tardy and are subject to the NHHS tardy policy and the consequences that follow.

### **MAKE UP WORK**

All work to be made up for credit must be completed within the amount of time designated by the teacher. It is the student's responsibility to take the initiative to make-up work. If students know they are going to be absent, they should pick up homework in advance from their classroom teachers. Attending BTB is the best way to make up work and time missed and receive the needed instruction all at the same time.

### **TARDY POLICY**

**Late to School** - Students who are late to school must sign in at the main office and obtain a pass to class. Each time a student accumulates 3 late arrivals to school, he/she will be assigned make-up time. Late arrivals accumulate by quarter.

**Late to Class** - Students are considered tardy to class if they are not in class by the time class starts. A tardy student will be admitted to class upon arrival and tardies will be assigned by the teacher. Tardies will accumulate by quarter.

### **BULLYING**

#### **BULLYING - Policy 2655**

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

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

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

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

## **BUS AND TRANSPORTATION**

### **BUS POLICY**

Students who ride the Lincoln County R-III School District buses are to conduct themselves in a responsible and safe manner as outlined in the Bus Rules under the General Expectations section of this handbook. Failure to do so may result in consequences set forth in the student code of conduct section based on specific infractions.



New Horizons students attending session 1 will ride a TBHS bus route to TBHS and then transfer to a NHHS shuttle bus. NHHS students may wait inside the foyer or outside until the shuttle bus is available for loading. NHHS students are NOT allowed inside of TBHS for any reason without permission from a TBHS administrator. NHHS students are not to eat breakfast at TBHS as breakfast is provided at NHHS.

**Remember that it is a privilege to ride the bus and if at any time there is a disciplinary infraction the student is subject to losing that privilege.**

### ***Severe Clause***

*Severe misbehavior, which may jeopardize the safety and well-being of students or staff members, may result in consequences in excess of the scheduled consequences. Some examples would include, profane or threatening language, fighting, insubordination, bullying, and possession of weapons.*

*NOTE - Suspension of riding privileges may continue into the next school year to complete the suspension.*

## **COMPUTER USAGE POLICY**

See the Lincoln Co R-III Personalized Learning Handbook

## **DRESS CODE POLICY**

All students are asked to help themselves and their school to maintain a clean, neat, and tastefully dressed student body that contributes to the positive educational environment and the health and safety of all. Therefore head apparel (hats, hoodies, scarves, bandanas, etc.) is not to be worn in the building during school hours. Appropriate footwear is required at all times.

Students are not to wear articles of clothing, which are imprinted with suggestive or inappropriate graphics or statements or any clothing that is an advertisement for tobacco, drugs, or alcoholic beverages. Also, pins and "buttons" of this nature are not to be worn. Boxers, bedroom wear, sagging pants, or other immodest clothing (clothing that exposes underwear, bellies, bottoms, backs, etc.) that detracts from the learning process, should not be worn. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

If, in the opinion of the administrators, any clothing or accessories are worn by students in violation of this policy, the students will be required to change or cover said clothing, or remove said accessories, or will be sent home to do so. Refusal to change or cover said clothing or accessories will result in the students not being allowed to attend class until they have complied with this policy. Any student that violates the dress code will be subject to the consequences outlined in the Student Code of Conduct section.

Any time missed due to failure to comply with the NHHS Dress Code will be counted as an absence.

## **MEAL SERVICES POLICY 5550**

### **Services by Chartwells Dining Services**

#### **Purpose**

The purpose of this policy is to maintain consistent procedures throughout the District. Unpaid charges place a financial strain on the District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's building administrative offices of outstanding balances.

#### **2022-2023 Meal Pricing**

##### ***Tray Lunch***

Full Price	\$3.10
Reduced	\$0.40
Free	\$0.00
Adult	\$3.50

##### ***Breakfast Meals***

Full Price	\$1.90
Reduced	\$0.30
Free	\$0.00
Adult	\$2.10

#### **Meal Charging Procedures**

Lincoln Co. R-III School District and Chartwells School Dining Services serve students with quality, well-balanced meals at affordable prices. All students have a meal account that is used to keep track of student deposits and purchases. Parents can view the balances of their child's meal account via the SISK12 Parent Portal.

Your children may qualify for free meals or reduced price meals. Parents need to complete the Free and Reduced Meal Application for all students in the household. The completed application is returned to Tina Walsh, 951 West College St., Troy, MO 63379.

Below are the District's practices in accordance to Policy 5550 for high school students purchasing meals at school:

- o High school students are not allowed to charge any meals.
  - If the meal account is negative, the student may receive a designated menu alternate for both breakfast and lunch.
  - No charges will be allowed for ala carte foods and beverages. Students must have funds available to purchase.
  
- o Parents/guardians of students with negative balances will be contacted electronically, by correspondence, or by phone call by the building's administrative office or by the Food Service Department.
  - Email notifications will be sent weekly to parents of all students.
  - Secondary students will be reminded verbally of their daily balance by the cashiers.
  
- o On May 5 annually all charging will be cut off.
  - Parents/guardians will be contacted via phone calls, emails, and/or hard copy letter requesting "payment in full." If there are financial hardships, parents will be offered to set up a repayment plan for their student(s) by building office personnel.
  - All charges not paid before the end of the school year will be carried forward into the next school year.

- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
- Meal applications are included in Student Enrollment Packets and sent home with all students the first day of school. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
  - Each building principal will notify all parents of this policy via the student handbook. This policy will also be published on the District's website and communicated to all staff members and food service personnel.

### **OFF CAMPUS BEHAVIOR POLICY 2600/2610**

This handbook governs conduct that takes place on school grounds or school property; on school buses and bus stops and on the way to and from school; and at school activities whenever and wherever they may take place. In addition, the School District reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) if such conduct is prejudicial to good order and discipline in the schools or tends to impair the morale or good conduct of the pupils. Finally, the School District reserves the right to suspend any pupil who has been charged, convicted, or plead guilty in a court of general jurisdiction (Missouri Circuit Court or a Federal District Court) for the commission of a felony violation of state or federal law.

### **SAFE SCHOOL POLICY**

It is our policy to ensure the highest possible standards of learning as well as the safety, health, and wellbeing of students and employees. We recognize that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. We are dedicated to preventing the influence of gang/hate group-related activities in our school and will accept zero tolerance for such activities.

The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior, which is subversive to good order, discipline and wellbeing in our schools.

Other behaviors which are disruptive, inappropriate or offensive (examples being hand signals of any kind, chains, sagging pants, bandanas, and radical hair color) may result in disciplinary action.

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school administration and outside normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the District's disciplinary policy as if the misconduct had occurred at school.

## **SCHOOL SEARCH POLICY**

To maintain good order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administration may search a student, student lockers, or student automobiles under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

### **Guidelines:**

**The Person:** a student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, an attempt will be made to contact a parent or guardian and inform them of the circumstances.

Even though the parent or guardian may not consent to the search, the school official may proceed with the search, and/or if necessary call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

**School Property:** the school owns Student lockers, desks, and other such school property. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

**Automobiles:** students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of school vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

**Seizure of Illegal Material:** if a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Illegal or Unauthorized Materials:** for purposes of this policy, "illegal or contraband materials" include all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol, or alcoholic beverages, abuse of glue, or creates an intimidating offensive or hostile work or education environment.

## **SECRET ORGANIZATIONS, FRATERNITIES, SORORITIES POLICY**

Secret organizations, sororities or fraternities, where membership is determined by members themselves rather than on the basis of free choice, can be determined to be detrimental to the conduct and discipline of the school. Such organizations or membership in those organizations are detrimental to the conduct and discipline of the school. Interference with the instructional

program by those groups will not be condoned and no such organizational activities are permitted under the sponsorship of the District or its personnel.

### **TOBACCO POLICY**

Possession or use of tobacco, tobacco products, or imitation tobacco products on school grounds or at a school event is prohibited. This includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco and electronic cigarettes (juul, vapor, etc.), or paraphernalia used for or in any relation to the above mentioned products. Students who violate the policy are subject to disciplinary action. Products and paraphernalia will be confiscated and will not be returned.

### **VANDALISM POLICY 2654**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

Any student committing an act of vandalism to any school building, school equipment, school furnishing, or school real property, or to the property of any staff member or student will be required to make monetary payment in the amount required for material and labor to repair or replace the damaged property. This does not prohibit further punitive action by the Board of Education, which grants authority to appropriate school personnel to initiate legal proceedings, in accordance with Missouri School Law and Missouri Revised Statutes, against any student who willfully vandalizes any real or personal property belonging to the school, staff, or students.

### **VISITORS POLICY**

Policy 1430: Principals and teachers shall welcome and encourage visits by parents/guardians, Board Members, volunteers, and patrons of the schools. All visitors shall report to the Principal's office upon entering the building so that the office will be aware of their presence. 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. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school are not permitted to be on the grounds of any other school in the District. Former NHHS students may visit only if an appointment has been made prior to your visit. All persons who do not obtain permission from the Principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on District property, in any District vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the Principal, where the sex offender will be present.

### **Observations by Parents, Advocates, or Others**

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request

to the building Principal, within five school days of the date he or she wishes to observe, with the following information:

- The name and position of the individual(s) who will be observing;
- The date and time he or she wishes to observe;
- The amount of time he or she wishes to observe;
- The specific purpose for which he or she wishes to observe.

The building Principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The Building Principal or other Administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

### **Conduct of Adult Visitors**

Per Policy 1431: In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

- Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation and profanity, will result in a loss of access to school premises.
- Physical or violent behavior will result in a ban from school premises and activities and will be referred to law enforcement.
- Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges

### **WEAPONS AND/OR INJURIOUS MATERIALS POLICY**

Any student utilizing a school facility is not to carry, conceal, sell, deliver, transfer, possess, or harbor any kind of “weapons” as defined under United States Code § 571.010 of the Missouri Revised Statutes including but not limited to: firearms, throwing stars, mace, metal knuckles, razors, blackjacks, explosive weapons, firearm silencers, gas guns, knives, switchblades, machine guns, rifles, shotguns, spring guns, projectile weapons and/or imitation or counterfeit weapons. Occurrences will be cumulative throughout a student’s time in high school.

### **DEFINITIONS**

**Attendance** A student is considered to be in attendance if the student is physically present in a class; participating in a District-sponsored or District-approved activity; participating in a class through alternative methods or media as allowed by Board policy; serving out-of-school suspension; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the District. A student is considered ABSENT if they are not in attendance.

**Detention**-the student will attend ELP after school for a specific amount of time based on what was assigned by the administrator based on the offense committed.

**Documentation:** Note or phone call from parents (containing dates, times, reasons for absences, parent's daytime phone number, and parent signature), medical note (containing the office phone number and the date and time of treatment), funeral service program, court appearance verification, or college visit verification.

**Educational Neglect:** Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required for all children ages 7 through 17 years.

**Expulsion:** the permanent removal of a student from the Lincoln County R-III School District by action of the Board of Education. Only the Board of Education can expel a student from school.

**Good Standing:** Good standing means that a New Horizons student is 1) passing all of their classes, 2) is under 500 minutes with their attendance, 3) has no discipline referrals and 4) has all fines and fees paid. These requirements apply to the current quarter and the previous quarter of school.

**In-School-Suspension (ISS):** the student is denied the privilege of attending regular classes and will report to the ISS room at the start of the day for a specific amount of time as determined by the offense committed. The student will receive full credit for all work completed while in ISS. Students who are assigned ISS will receive ISS guidelines from an administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed.

**Late to School:** A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence if the student arrives more than 30 minutes late to their first class.

**Out-Of-School-Suspension (OSS):** the student is denied all of the privileges of attending school, participating in class, participating in or attending any extracurricular activities or school sponsored functions, whether on campus or at another facility, for the length of the suspension. The opportunity to make up work missed while on OSS will be extended upon the students return to school for a suspension of 10 day or less. For suspensions of more than 10 days, arrangements will be made with the office to make up work missed. Students may also choose to attend the AEP program. Administration may require a reentry conference with a parent/guardian and student prior to returning to school.

**Parent:** A parent, guardian, or person acting as a parent in the absence of the parent or guardian.

**Referral to the Superintendent:** The Superintendent of Schools will review the discipline file and determine if additional actions are warranted such as but not limited to:

- 11-180 days of additional OSS
- Professional Counseling
- Referral to School Board for Expulsion

# Behavior Expectations

1. Be Respectful!
2. Be Responsible!
3. Be Safe!
4. Be Here!

	At School	Outside of School
BE Respectful	<ul style="list-style-type: none"> <li>-take pride in NHHS and in yourself</li> <li>-use positive /acceptable language, behavior and volume</li> <li>-follow directions the first time</li> <li>-be polite and kind to everyone</li> <li>-follow the dress code</li> <li>-use technology in the appropriate manner</li> <li>-treat all property with care</li> <li>-be attentive to speakers</li> </ul>	<ul style="list-style-type: none"> <li>-take pride in yourself</li> <li>-be kind to everyone</li> </ul>
BE Responsible	<ul style="list-style-type: none"> <li>-be prepared and on time</li> <li>-accept the consequences for your behavior</li> <li>-utilize school property as intended</li> <li>-clean up after yourself</li> <li>-be here and on time every day</li> <li>-listen and be actively involved in all your classes</li> </ul>	<ul style="list-style-type: none"> <li>-make good choices</li> <li>-get yourself ready to come to school tomorrow</li> <li>-use your time in productive ways</li> </ul>
BE Safe	<ul style="list-style-type: none"> <li>-obey all school rules and policies</li> <li>-report any problems to a school official</li> <li>-keep outside doors shut and locked</li> <li>-follow all sign in and sign out procedures</li> <li>-enter and exit in a calm orderly manner</li> <li>-allow for the privacy of others</li> <li>-follow all restroom procedures</li> <li>-secure your vehicle before entering school</li> <li>-follow all bus rules and policies</li> </ul>	<ul style="list-style-type: none"> <li>-make good choices</li> <li>-eat right and get enough sleep</li> </ul>
BE a Learner	<ul style="list-style-type: none"> <li>-be prepared and on time every day</li> <li>-be accountable for your actions</li> <li>-follow directions</li> <li>-bring all required materials</li> <li>-be an active learner</li> <li>-advocate for yourself if something isn't right</li> <li>-use your time at school in a productive manner</li> </ul>	<ul style="list-style-type: none"> <li>-do your homework</li> <li>-study for tests</li> <li>-research things that interest you</li> <li>-read something every day</li> </ul>



## CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the safe and orderly operation of the Lincoln County R-II Schools. No code or policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of the code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the Principal, the Superintendent and/or the Board of Education. In addition, prior offenses and disciplinary action may be considered when determining disciplinary consequences. The Lincoln County R-III School District student discipline and conduct code follows the laws set out in the Missouri Safe Schools Act.

### INFRACTIONS/CONSEQUENCES

#### **ACADEMIC DISHONESTY (DCHE)**

Includes, but is not limited to, the following:

- Obtaining and/or accepting a copy of tests or scoring devices.
- Copying another student's answers on homework or tests.
- Representing as one's own work the product of someone else's creativity.
- Using notes or other material not allowed by the teacher.
- Having someone, other than that student, prepare the student's homework, project, laboratory report, or exam.
- Permitting another student to copy the homework, project, laboratory report, or exam other than for a teacher-approved collaborative effort.
- Any other actions to receive credit for work not one's own

***1st Offense:** Student receives a zero on the assignment, test, quiz, or project, Principal/student conference, Saturday Detention, ISS, OSS, parent notification.*

***Subsequent Offenses:** Student receives a zero on the assignment, test, quiz or project, 3-5 days or periods of ISS, possible OSS, Principal/student conference, parent notification.*

#### **ARSON (ARSN)**

Starting a fire, taking affirmative steps that cause a fire to start, or causing an explosion either with the intent to cause damage or injury to persons or property or causing an explosion with the intention to damage property or buildings.

***1st Offense:** 10 days OSS with referral to Superintendent, notification to law enforcement.*

***Subsequent Offenses:** Expulsion, notification to law enforcement officials*

#### **ASSAULT (ASLT)**

The act of inflicting physical harm or unwanted physical contact upon another person.

***1st Offense:** 10 days OSS, referral to Superintendent, possible ISS upon return, notification to law enforcement.*

***Subsequent Offense:** 10 days OSS, referral to Superintendent, notification to law enforcement.*

*Occurrences of assault/fighting will be cumulative throughout the time a student is in high school.*

#### **AGGRAVATED ASSAULT (ASLT)**

When a student attempts to cause severe injury to another or cause injury with use of a deadly weapon.

*1st Offense: 10 days OSS, referral to Superintendent, notification to law enforcement.*

*Occurrences of assault/fighting will be cumulative throughout the time a student is in high school.*

#### **BREAKING ISS/AEP CONTRACT (BISC)**

**Failure to adhere to ISS or AEP contract and rules.**

*1st Offense: Serve the remainder of the suspension in OSS*

*Subsequent Offenses: Loss of privilege to attend in the future*

#### **BULLYING - Policy 2655 (DBUL, CYBR)**

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, extortion, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. For more information reference Bullying under General Expectations.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of the student(s), degree of harm, severity of behavior, number of incidents, etc.

*1st and Subsequent Offenses: Conference with teachers/administrator; parent notification, loss of privilege, detention, ISS, OSS, referral to the Superintendent, expulsion, notification to law enforcement.*

#### **BUS POLICY (BBUS)**

Students who ride the Lincoln County R-III School District buses are to conduct themselves in a responsible and safe manner as outlined in the Bus Rules under the General Expectation section of this handbook. Failure to do so may result in consequences set forth in the student code of conduct section based on specific infractions.

New Horizons students attending session 1 will ride a TBHS bus route to TBHS and then transfer to a NHHS shuttle bus. NHHS students may wait inside the foyer or outside until the shuttle bus is available for loading. NHHS students are NOT allowed inside of TBHS for any reason without permission from a TBHS administrator. NHHS students are not to eat breakfast at TBHS as breakfast is provided at NHHS.

**Remember that it is a privilege to ride the bus and if at any time there is a disciplinary infraction the student is subject to losing that privilege.**

#### ***Severe Clause***

*Severe misbehavior, which may jeopardize the safety and well-being of students or the staff members, may result in consequences in excess of the scheduled consequences. Some examples*

would include, profane or threatening language, fighting, insubordination, bullying, and possession of weapons.

**NOTE** - Suspension of riding privileges may continue into the next school year to complete the suspension.

### **CELL PHONE/HEADPHONE USE AND/OR MISUSE**

Due to the District issuing/providing iPad devices to each student, cell phone usage and the use of headphones during class time will not be tolerated unless directed by a teacher.

Students violating these expectations will face disciplinary action

**1<sup>st</sup> Offense:** conference with teacher and/or administrator

**2<sup>nd</sup> Offense:** detention, ISS

**Subsequent Offenses:** detention, ISS, OSS

*Severe Clause: By administrative determination, acts of harassment, bullying or possession/distribution of pornography through the use of an electronic device may result in consequences in excess of those outlined above.*

The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.

### **COMPUTER USAGE POLICY**

Please refer to the Personalized Learning Handbook for all policies and procedures.

### **DISHONESTY (including lying, making false statements, spreading false rumors) (DHON)**

Being dishonest to staff members, gossiping, spreading false rumors, and/or making false statements, (either written, verbal, or technology based) is prohibited. Making false statements about another student can cause serious emotional distress to others and even incite physical confrontations between students. Students are expected to tell the truth when asked by staff.

**1<sup>st</sup> Offense:** Conference, Detention, ISS, OSS

**Subsequent offenses:** ISS, OSS

### **DISRESPECTFUL CONDUCT OR SPEECH (DDIS) (DVAB)**

Disrespectful verbal, written, technological or symbolic language or gesture that is inappropriate for public settings directed at a student, visitor, or school district employee. This includes verbally aggressive behavior.

**1<sup>st</sup> Offense and Subsequent Offenses:** Teacher/Student conference, Principal/Student conference, detention, ISS, 1-10 days of OSS, possible referral to the superintendent

### **DRESS CODE VIOLATION (DCLO) See complete policy on page 10**

Students referred to the office for violation of school dress will be subject to the following consequences (see General Expectations):

**1<sup>st</sup> Offense** Teacher/Student conference, Principal/Student conference,

*Student will be asked to remove inappropriate items or change into school appropriate attire, refusal to do so will be considered insubordination possibly resulting in detention, ISS, OSS*

**Subsequent Offense** Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS

## **DRUG VIOLATION (DRUG, ALCO)**

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance, illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein “drug(s)”) at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited.<sup>1</sup> The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia.

### **Drug Use, Possession, and/or Being under the Influence of Drugs, and/or Drug Related Paraphernalia Consequences**

#### *1st Offense*

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 60 days OSS.
- Documentation of violation will be placed in the student’s discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 12 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others. Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 30 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and begins the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has enrolled in a drug treatment/counseling program and successively completed at least 3 treatment/counseling sessions. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for twelve (12) consecutive school months following the Student’s readmittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***2nd Offense***

- Student will be suspended out-of-school for 10 days OSS by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS.
- Documentation of violation will be placed in the Student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 90 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has successfully completed a drug treatment/counseling program. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for eighteen (18) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***3rd Offense***

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS with recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the Student's discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

## **Sale, Distribution, Transfer, Purchase, and/or Receipt of any Drug Consequences**

### ***1<sup>st</sup> Offense***

- Students will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS and/or recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- If the Student is suspended rather than expelled, Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 90 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Students complete a drug abuse assessment and the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has successfully completed a drug treatment/counseling program. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for eighteen (18) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***Subsequent Offenses***

- Students will be suspended out-of-school for 10 days with referral to Superintendent for an additional 180 days OSS with recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the Student's discipline record.
- Notification to law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

## **Alcohol Violation Consequences**

### ***1st Offense***

- Students will be suspended out of school for 1-10 days OSS and up to 10 days ISS upon return.
- Possible referral to Superintendent for additional disciplinary action.
- Documentation of violation will be placed in the student's discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

### ***Subsequent Offenses***

- Students will be suspended out-of-school for 10 days with referral to Superintendent for an additional 30-180 days OSS.
- Documentation of violation will be placed in the student's discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 20 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Documentation is provided from a state licensed and accredited facility that the Student has begun an alcohol abuse assessment and began the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained directly from the assessment provider.
  - Refrains from engaging in any illegal and/or serious misconduct while on suspension.

## **EXTORTION**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

***1st Offense:*** Principal/student conference, loss of privilege, ISS,

***Subsequent Offenses:*** ISS, OSS

## **FALSE ALARMS (ALAR)**

Tampering with emergency equipment, setting off false alarms, and/or making false reports.

***1st and Subsequent Offenses:*** 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement.

## **FIGHTING AND/OR PHYSICAL VIOLENCE (DVFI) (DINF)**

Fighting and perpetuating violence will not be tolerated. Students who fight face suspension and/or possible criminal charges as well as arrest. Students who instigate or contribute to a fight as well as students who record and/or distribute a video of a fight are also subject to similar consequences.

**All active participants in a fight will face disciplinary consequences.**

***1st Offense:***

*10 days OSS, possible referral to Superintendent, possible ISS upon return, notification to law enforcement.*

***Subsequent Offenses:***

*10 days OSS, referral to Superintendent, notification to law enforcement.*

***Severe Clause: By administrative determination, severe acts of physical violence may result in consequences in excess of those outlined above.***

***Occurrences of assault/fighting will be cumulative throughout the time a student is in high school.***

**FIREWORKS (POSSESSION AND/OR USAGE) (DFIR)**

The use, possession, and distribution of fireworks, smoke bombs, or any similar items that are detrimental to the health and safety of the students and/or organization of the school are prohibited. Students or others engaging in these acts on or around campus may be subject to disciplinary action and/or prosecuted under the City of Troy ordinances.

**Possession:**

***1st Offense: 3-5 days ISS***

***Subsequent Offenses: 5-10 days ISS, up to 10 days OSS***

**Use:**

***1st Offense: 1-10 days OSS, notification to law enforcement, and documentation in Student's discipline record.***

***Subsequent Offenses: OSS for the remainder of the semester (not less than 20 days), notification to law enforcement, and documentation in Student's discipline record.***

***Occurrences will be cumulative throughout a student's time in school.***

**FORGERY/FALSE REPRESENTATION (DFOR)**

Any alteration and/or misuse of passes, notes, letters, doctor's notes, parking passes, etc. This includes making false reports or telephone calls concerning a student.

***1st Offense: 3-5 days ISS***

***Subsequent Offense: 5-10 days ISS or 5 days OSS***

***Severe Clause: Serious circumstances will also be referred to law enforcement or the Lincoln County Juvenile Office***

**HABITUAL DISCIPLINE REFERRALS (HOFF)**

*Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS, or referral to Superintendent.*

It is at the discretion of the administrator whether or not a student will be considered a habitual offender. Any student who receives five (5) or more discipline referrals may be considered a habitual offender and subject to consequences outlined above.



## **HARASSMENT - (HARR)**

New Horizons High School prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. Violations to the District Policy (see General Expectations) will be subject to the following consequences:

***1st Offense:** Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to the superintendent, possible notification to law enforcement*

***Subsequent Offenses:** ISS, 10 days of OSS, Possible referral to the superintendent, possible notification to law enforcement*

## **HORSEPLAY (DHPL)**

Horseplay is rough or boisterous play or pulling pranks in the school setting. Horseplay can be activities such as, joking, including but not limited to physical contact, playing around, racing, grabbing and participating in unauthorized contests.

***1<sup>st</sup> and Subsequent Offenses:** ISS. Possible OSS*

## **IN-CLASS MISCONDUCT OR DISRUPTIONS (DCLA)**

Any disruptive conduct that interrupts the educational process in the classroom.

***1st Offense:** Detention, and/or 3 blocks ISS*

***2nd Offense:** Detention and/or 3-5 blocks ISS*

***3rd Offense:** 3 full days ISS with re-entry conference (administration, teacher, parent, student)*

***Subsequent Offenses:** ISS, OSS, or expulsion from the class and receive a grade of F for the class*

## **INSUBORDINATION (DINS)**

Students who are unwilling to cooperate with staff member's directives will be considered insubordinate. Students who leave class without permission will be considered insubordinate.

***1st Offense:** ISS, 1-10 days OSS*

***Subsequent Offense:** ISS, 10 days OSS, referral to Superintendent*

## **OFF CAMPUS BEHAVIOR- See policy on page 11**

## **OUT OF ASSIGNED AREA (AOAA)**

When a student is in an area on campus not designated or defined by their schedule without a pass.

***1st Offense:** Principal/student conference, detention*

***2nd Offense:** Detention, ISS*

***Subsequent Offenses:** Up to 3 days ISS*

## **PARKING VIOLATIONS (DPAR)**

All student parking is first come/first serve unless otherwise designated. Saving parking spots is not permitted. Students are expected to park in designated spaces only. Upper parking lot spaces are reserved for faculty and staff. A current PARKING PERMIT should be hung from the rear view mirror support so it is clearly visible from outside the vehicle while a student vehicle is parked on campus. The security of your permit & your vehicle is your responsibility. Lock your

parked vehicle. With the number of students and vehicles in the lot, caution is expected at all times. The speed limit is 10 MPH.

**Parking permits are not transferable and must be used solely by the student registered. The loaning of permits may result in disciplinary consequences for both parties involved.**

Loitering or littering in the parking lot is prohibited

- Upon arrival, students should park, secure their vehicle, and enter the high school.
- Upon dismissal, students should leave the lot directly; re-parking is not permitted.
- Visiting the parking lot during school hours without permission from a Principal may result in disciplinary consequences.

*1st Offense: Loss of parking pass and/or detention*

*Subsequent Offenses: Loss of parking pass for at least 30 days, detention, ISS, OSS, car towed.*

### **PHYSICALLY AGGRESSIVE BEHAVIOR (DPAB)**

Pushing, shoving, scuffling, or other types of behavior that could result in injury to another person.

*1st Offense: 3-5 ISS, possible OSS*

*Subsequent Offenses: 5-10 ISS, possible OSS*

### **PROFANE LANGUAGE (DPRO, DLEM)**

Use of words or actions, verbal, written, or symbolic not appropriate for the school setting

**Directed at a Staff Member:**

*1st Offense: 5 days OSS and up to 5 days ISS upon return*

*Subsequent Offenses: 10 days OSS and up to 10 days ISS upon return*

**Directed at a Student:**

*1st Offense: 3-5 days ISS and/or possible OSS.*

*Subsequent Offenses: 5-10 days ISS and/or possible OSS*

*Severe Clause: By administrator determination, severe acts of profane and/or threatening language may result in consequences in excess of those outlined above.*

### **PUBLIC DISPLAYS OF AFFECTION (DPDA)**

Physical contact that is inappropriate for the school setting.

*1st Offense: Principal/student conference, Detention, ISS*

*Subsequent Offenses: ISS, 1-10 days OSS*

## **RACISM/PERSONAL DEFAMATION (RACE)**

Harassment of a student consisting of verbal, written, or physical conduct relating to an individual's race or color when:

- The harassing conduct is deemed to be severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

***1st Offense:*** 3-5 days OSS, possible ISS upon return

***2nd Offense:*** 5-10 days OSS, possible ISS upon return, possible referral to Superintendent

***Subsequent Offenses:*** 10 days OSS, referral to Superintendent

## **SAFE SCHOOLS ACT VIOLATION (FELO)**

A student who has been charged with, convicted of or pled guilty of general jurisdiction (i.e., an adult court, not a juvenile court) to commission of a felony criminal violation of state or federal law may be suspended or expelled.

Students shall be immediately suspended and may be expelled if a petition has been filed in Juvenile or Family Court alleging that the student has committed, or if the student has been found by the Juvenile or Family Court to have committed an act while if committed by an adult would be one of the following Safe School Act violations as defined by Missouri State Law:

1. First degree murder
2. Second degree murder
3. First or second degree assault
4. Forcible rape
5. Forcible sodomy
6. Burglary in the first or second degree
7. Robbery in the first degree
8. Distribution of drugs
9. Kidnapping, when classified as a Class A felony
10. Arson
11. Voluntary or involuntary manslaughter
12. Second degree assault
13. Sexual and deviate sexual assault
14. Felonious restraint
15. Property damage in the first degree
16. Possession of a weapon
17. Child molestation
18. Sexual Abuse
19. Sexual misconduct involving a child
20. Harassment
21. Stalking

If the charges are subsequently dismissed or the student is acquitted, the student may be re-admitted or enrolled.

### **SEXUAL HARASSMENT (DSLH)**

Unwanted or inappropriate sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

*1st Offense: 5-10 days OSS, possible referral to Superintendent, possible notification to law enforcement*

*Subsequent Offenses: 10 days OSS, referral to Superintendent, notification to law enforcement.*

### **TARDIES (ATRF)**

Referrals are assigned for every 3rd tardy to a school or class and students are assigned make-up time. Tardies are cumulative per quarter.

### **TECHNOLOGY USE/MISUSE (DELIC)**

Students must complete an Acceptable Use Policy agreement each year to have access to the District network. Usage of technology (computers, laptops, iPads, etc.) in the classroom will be for instructional purposes tied solely to the educational curriculum/lesson at the discretion of the classroom teacher.

NHHS is a 1:1 student to device ratio. Each student has the opportunity to be issued an iPad at the start of the school year or become a Day-User. Students are expected to bring their district issued iPad to school each day, fully charged. Day-Users are expected to check out their devices from the front office before school begins and check it back in at the end of the day. For additional guidelines, usage and care, please refer to the Personalized Learning Handbook.

Students violating these expectations will face the following disciplinary actions:

*1st Offense: Conference with teacher/administrator, possible assignment of Day-User status, possible loss of technology privileges, detention, ISS*

*2nd Offense: Possible assignment of Day-User, possible loss of privileges, detention, ISS*

*Subsequent Offenses: Possible assignment of Day-User, possible loss of privileges, detention, ISS, possible OSS*

*Severe Clause: By administrator determination, acts of harassment, bullying or possession/distribution of pornography through the use of an electronic device may result in consequences in excess of those outlined above.*

The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.

### **THEFT AND/OR POSSESSION OF STOLEN PROPERTY (DSTE)**

Theft, attempted theft, or possession of stolen property. This includes possession of missing property and/or found property that does not belong to the student.

*1st Offense: Restitution, 3-5 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement*

**2nd Offense:** Restitution, 1-10 days OSS, possible referral to Superintendent, notification to law enforcement

**Subsequent Offenses:** Restitution, 10 days OSS and referral to Superintendent, notification to law enforcement.

**Items stolen with a value of \$100 or more will automatically result in OSS.**

### **THREATENING LANGUAGE (DTHR) (DRTH)**

Use of words or actions, verbal, written or symbolic not appropriate for the school setting or meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender, or ethnic group.

Directed at a Staff Member:

*All Offenses: OSS, possible referral to the Superintendent, possible notification to Law Enforcement.*

Directed at a Student:

*All Offenses: ISS, OSS, possible referral to the Superintendent, possible notification to Law Enforcement*

Severe Clause: By administrator determination, severe acts of threatening language may result in consequences in excess of those outlined above.

### **THREATS OF A CATASTROPHIC NATURE (THRT)**

Any threat of catastrophic nature (i.e. threats towards school, bomb threats) will result in an automatic referral to the district's threat assessment team.

**1st and Subsequent Offenses:** 10 days OSS, referral to superintendent, notification to law enforcement.

### **TOBACCO (TBCO)**

Possession or use of tobacco, tobacco products, or imitation tobacco products on school grounds or at a school event is prohibited. This includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco and electronic cigarettes (juul, vapor, etc.), or paraphernalia used for or in any relation to the above products. Students who violate the policy are subject to disciplinary action. Products and paraphernalia will be confiscated and will not be returned.

**1st Offense:** 3 days ISS

**2nd Offense:** 3 days OSS

**3rd Offense:** 5 days OSS

**Subsequent Offenses:** 10 days OSS, referral to Superintendent

Severe Clause: By administrator determination, the sale of tobacco products may result in consequences in excess of those outlined above.

### **TRUANCY (ATRU)**

The deliberate absence from school on the part of the pupil with or without knowledge of the parent/guardian and for which no justifiable excuse is given. A student is also considered truant if the student leaves school without the consent of the building Principal or nurse. Referrals will be made to the Lincoln County Juvenile Office for truancy.

**1st Offense:** 4-Hour Saturday Detention

**2nd Offense:** 2 days ISS

***Subsequent Offenses:*** 4 days ISS

**VANDALISM - (DVAN)**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students

***1st & Subsequent Offenses:*** Restitution, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement

**WEAPONS AND/OR INJURIOUS MATERIALS (4KNI) (WEAP) (MISC)**

Any student utilizing a school facility is not to carry, conceal, sell, deliver, transfer, possess, or harbor any kind of “weapons” as defined under United States Code § 571.010 of the Missouri Revised Statutes including but not limited to: firearms, throwing stars, mace, metal knuckles, razors, blackjacks, explosive weapons, firearm silencers, gas guns, knives, switchblades, machine guns, rifles, shotguns, spring guns, projectile weapons and/or imitation or counterfeit weapons. Occurrences will be cumulative throughout a student’s time in high school.

**Possession of injurious materials:**

***1st Offense:*** ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement

***Subsequent Offenses:*** 10 days OSS, referral to Superintendent, notification to law enforcement

**Possession or use of a firearm:**

As defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010, RSMO.

***1st Offense:*** 10 days OSS, referral to Superintendent, notification to law enforcement

***NOTE:*** Any student who uses a potentially lethal or injurious object or weapon against the person of another student, regardless of the presence of or the absence of provocation, and regardless of the presence or absence of intent to do bodily harm, shall fall under the weapons policy per safe schools act. Upon validation of the incident by school officials, students could be suspended from school for a period of not less than 180 days or expelled from school.

**GENERAL EXPECTATIONS and INFORMATION**

**ASBESTOS INFORMATION**

The Lincoln County R-III School District has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at our Central Administrative office during regular office hours.

**BUSES, TRANSPORTATION, AND BUS CHANGE REQUESTS**

Lincoln County R-III School District owns and operates its own buses. Any student living more than 1 mile from school has the privilege of riding the school bus. This privilege is maintained by the student’s proper conduct on the bus. State law says that classroom behavior is to be observed on the school bus and that the driver has the authority to control and discipline the

students riding the bus as needed. Students are to go directly to their bus in the afternoon when school is dismissed.

### **Bus Change Requests**

For the safety of student riders and consideration of bus capacities, the use of bus passes will be granted for emergency situations ONLY.

### **COMPLIANCE STATEMENT - TITLE IX 86.34**

This school will not provide any course or otherwise carry out any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.

### **COMPLIANCE STATEMENT - SECTION 504 84.4**

No qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity of this school which receives or benefits from federal financial assistance.

**CONCEAL AND CARRY** Unless otherwise authorized by law, pursuant to Missouri Revised Statute 18 U.S.C. 921, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous device into a school safety zone.

### **DANCES**

School dances are open to District students in grades 9–12 who are in good standing (see page 16 for full definition). Students are required to present a valid school ID for admission. Dance guest applications must be filled out and returned to the main office for administrative approval prior to the date of the dance in order for non-District students to attend. Once students leave a dance, they may not return. Students must be in good academic standing, current on all fines and fees, and be in attendance for at least one half of their session on the day of the dance to be able to attend. See also Social Probation on p 40.

### **DELIVERIES**

Lincoln County R-III Schools discourages any deliveries to students at school. No deliveries will be made to students during the school day. Should a delivery occur, the student may pick up the item after the school day in the office.

**DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS**-The District recognizes that student expression regarding a variety of topics may be beneficial to the District's education mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The districts. However, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

### **EMERGENCIES**

In case of an emergency, do not try to handle it alone. Secure the aid of an administrator/teacher right away and then report the emergency to the main office as soon as possible. The office staff will know how to deal with an emergency situation and can secure aid sooner if informed properly and promptly.

## **FREE AND REDUCED MEAL PLANS**

To apply, fill out a Free and Reduced Meals Application and return it to the school. Use one Free and Reduced Meals Application for all students in your household. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year and extend into summer school as well. If your child(ren) qualifies, reduced meal prices are \$.30 for breakfast and \$.40 for lunch or free for both breakfast and lunch.

USDA Non-discrimination Statement: This institution is an equal opportunity provider.

## **MEDIA and DIRECTORY INFORMATION**

**Photography Notice:** Photographs and videos of students may be used for classroom projects, the district website, and other school-related purposes. If you do not wish your child to be photographed, please submit a written notice to your child's school. And we will ensure that their image is not used for these purposes. Parents will be notified in advance of individual student interviews for external media organizations or any other situations where an outside organization may be taking photographs of specific students. Public events such as athletics, concerts and graduation are not covered by this notice. Photos posted on our websites and social media accounts will not contain student names, unless such a student is being identified as the recipient of an award or honored for an achievement.

**Notice of Designation of Directory Information:** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lincoln County R-III School District, with certain expectations, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lincoln County R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lincoln County R-III School District to include this type of information from your child's educational records in certain school publications.

Examples include:

A Playbill, showing your student's role in a drama production; annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing the weight and height of team members.

Directory information as Defined in Regulation 2400, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon requests, with the directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.



If you do not want Lincoln County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing within ten (10) school days of registration with the District. Lincoln County R-III School District has designated the following information as directory information: student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

### **MEDICAL INFORMATION**

The school health program is under the direction of a licensed nurse. Each year you are required to complete a Health Inventory Form for each student. This information is viewed by the school nurse annually. In the event that your child has a medical diagnosis of asthma, diabetes, seizure disorder, or a severe allergy, you will need to complete additional forms. These forms can be obtained through the school nurse. It is important that all emergency contacts are up to date.

#### **Medication Policy:**

##### **Standing Orders: \_**

The Lincoln County R-III School District has worked with Dr. James Bockhorst to establish medical standing orders to service our students more efficiently. These standing order forms are reviewed annually. A signed standing order form allows the school nurse or designee to administer over the counter medication to your child. Only students whose parents/legal guardians have signed the form are allowed to be given medication. The medication available is listed on the standing order form. This form is sent home in the beginning of each school year. Additional forms can be obtained from the school nurse.

##### **Prescription Medication and OTC Medication NOT listed on the Standing Order Form:**

Medication will be given by designated school personnel only on orders of a physician and written authorization of a parent/legal guardian. Both prescription and over-the-counter medication (not listed on the standing orders) must be brought in by an adult in the original prescription bottle along with the doctor's note that gives instructions on administering the medication. Students are NEVER allowed to carry medication on the bus or at school. This permission must be renewed annually. The district will not administer the first dose of any medication. **DO NOT allow your student to bring the medication to school.**

##### **First Aid:**

The school attempts to provide the safest environment for children. If an accident does occur, the school nurse will render first aid and call parents or the family physician if she believes that further medical attention is needed. Any treatment beyond first aid will be the responsibility of the parents/legal guardian. Any injuries occurring at school should be reported to the office. In an emergency, the student will be taken to Mercy Hospital Lincoln unless otherwise specified.

##### **Illness at School:**

If your student becomes ill at school, parents/guardians will be notified. The school will call the appropriate emergency numbers provided by the parents.

Your child will be sent home from school for the following signs/symptoms:

- Fever greater than 100.1 F
- Difficulty breathing or wheezing without proper treatment or failure to respond to treatment.

- Vomiting or Diarrhea (two or more episodes)
- Sore throat with fever and/or symptoms of possible strep throat (white patches on tonsils or enlarged red tonsils)
- Rash that could be contagious
- Eye drainage
- Unusual Color of Skin, Eyes, Stool, or Urine.
- Head Lice Infestation = live lice (See lice procedure on R3 website for more details)

### **Immunizations:**

All students attending public schools are required to comply with the state programs mandating immunization against specific diseases. Failure to comply with the District's immunization requirements will result in exclusion from school until proof of compliance is provided. (Policy 2850, Regulation 2850)

- If the student cannot receive the needed immunization(s) for medical reasons, an original medical exemption card (**a copy will not be accepted**) will need to be completed and signed by a physician and filed in the student's health record.
- If the parent/guardian objects to immunizations for religious reasons, an original exemption card (**a copy will not be accepted**) must be signed by the parent/guardian and verified by the school nurse. **A new card for a medical exemption and a religious exemption are required for each new school year.**

In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students with a signed letter from a physician saying they have already had the disease and have available laboratory confirmation of immunity.

### **Vision and Hearing Screenings**

All public schools are required to conduct vision and hearing screenings for each student. These screenings will most likely be done during the first quarter. Parents will be notified via letter and/or email/ParentLink if there are any concerns.

Hearing screenings will be completed for students in kindergarten and grade 1 only.

- Emphasis is always placed on the youngest population. (Missouri Department of Health and Senior Services – Guidelines for Hearing Screenings)
- The range of normal hearing is -10 to 20 decibels.

Vision screenings will be completed for students in grades 1, 3, and 5 only.

- Only 1st and 3rd grade students are required with near and distance acuity, Random Dot E. (Missouri Department of Health and Senior Services – Guidelines for Vision Screening in Missouri Schools)

### **MISSOURI OPTIONS PROGRAM**

The Missouri Options Program (MOOP) is designed to target students who have the capabilities to complete Missouri High School Graduation Requirements but, for a variety of reasons, lack the credits needed to graduate with their class and are at risk of leaving school without a high school diploma.

The Missouri Options Program permits full-time, public school enrolled students who are at least 17 years of age and who are at-risk of dropping out or not graduating with their cohort group the

opportunity to earn a standard high school diploma. (Note: The cohort group for this purpose is defined as when a student started kindergarten, not high school.) The student is considered a “full-time” student and must abide by all school rules as outlined in the Student Handbook including regular attendance.

A student must first take and pass the TABE test for placement in the program. Scores must indicate at least a 9<sup>th</sup> grade level for both reading and math.

Program requirements:

- Students will provide his/her own transportation to and from school.
- Students will attend class during 1<sup>st</sup> session each day totaling 15 hours each week.
- Students must pass their required courses, tests and other requirements before taking the HiSet tests.
- A cumulative ninety (90) % attendance is required prior to taking the HiSet tests.
- Students and parents/guardians must sign the Missouri Options consent/contract prior to beginning the program.

## **SELECTION PROCESS**

Application

- The student completes an online application on the NHHS website. The grade level guidance counselor and administrator will be notified to approve the application.
- Students not attending a school in the Lincoln County R-III District may submit an application directly to NHHS, but will be required to be enrolled in the district before their application will be considered.
- Once approved and when space becomes available, students and parents/guardians will be contacted for an interview with the principal and/or guidance counselor.
- Students and parents make a commitment and sign NHHS contracts.

Once a student is accepted, they will remain a student at NHHS until they graduate unless they are dismissed for disciplinary reasons or failure to progress. Returning students do not need to reapply. Acceptance is based on availability and whether or not NHHS will be a successful placement for the student as determined by the NHHS transition team.

## **TEXTBOOKS**

Textbooks are furnished free of charge. However, if a student loses, defaces, or damages a textbook or other materials, he/she will be required to pay for such.

## **VALUABLE PERSONAL PROPERTY**

**NHHS is not responsible for any personal property brought to school by students.** It is advised that valuable personal property and large amounts of cash not be brought on school premises. Personal property should not be left unattended and should be secured in your locker. NHHS is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property. Student personal property includes, but is not limited to, purses, wallets, watches, jewelry, book bags, credit cards, cash, checks, electronic devices, notebooks, and books.

## **STUDENT SERVICES**

### **A+ SCHOOLS PROGRAM**

If state funds are available and our high school continues designation as an A+ School prior to graduation, students may receive reimbursement for college expenses as determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This reimbursement may be for the unpaid balance of the cost of tuition subject to legislative appropriation. This financial assistance is on the condition that the following requirements are met:

- Attend an A+ designated school for three (3) consecutive years immediately prior to high school graduation.
- Graduation from high school with a grade point average of 2.5 or higher on a 4.0 scale (non-weighted GPA).
- Have at least 95 percent attendance record for the four-year period. Graduate with 50 documented hours of unpaid tutoring of students in approved settings.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of senior year. Complete and submit the FAFSA form. (Social Security number required)
- All males who reach their 18th birthday must register for the Selective Service. (This is a federal requirement regardless of whether you enroll in the A+ program or not).
- Students must score Advanced/Proficient on one of the following End of Course Exams (EOC): Algebra I, Algebra II, or Geometry. Additional alternatives may include a minimum math sub score of 17 on the ACT, 43 on Compass Pre-Algebra, or 1 on Compass Algebra 1.

To maintain eligibility after high school graduation, the following requirements must be met:

- Enroll and attend on a full-time basis a Missouri public community college or public vocational/technical school.
- Maintain a grade point average of 2.5 or higher on a 4.0 scale.
- Make a good faith effort to secure federal post-secondary student financial assistance each year.

### **ALTERNATIVE METHODS OF INSTRUCTION (AMI)**

Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, email, social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

## **ACTIVITY FEE**

The budget at NHHS does not allow for any extracurricular activities or expenses such as field trips, incentives, Senior Award Night, student recognition, etc. Therefore, a once a year student activity fee of \$15 is paid by each student to help cover these expenses.

## **ASSEMBLIES/PRESENTATIONS/ACTIVITIES**

Students must sit in the section assigned to their class. Students are expected to behave appropriately and give courteous attention at all times.

## **COMMUNITY YOUTH VOLUNTEER (CYV)**

Students may volunteer for service organizations in the community during one block of their schedule. CYV Coordinator matches students to service organizations based on community needs. Student, Service Organization Supervisor, and Parent/Guardian must all sign and adhere to the CYV Training Agreement. Students are responsible for their own transportation to and from the service organization. It is expected that students spend the entire block, with the exception of travel time, at their respective Volunteer location. Service Supervisors are responsible for providing the student volunteer with job responsibilities associated with their assignment. Grade is based on attendance, performance evaluation, and semester reflections. CYV may not be taken in the same semester as A+ Tutoring. To qualify for CYV students must maintain a 2.5 GPA, be on track to graduate, have a 95% attendance rate (<9 absences per year) and a positive discipline record.

## **CREDIT RECOVERY**

Students who fail a core class may be eligible to recover the credit using the online Launch program during Ac Lab or ELP. Please see the guidance counselor for additional information.

## **DESSA**

We are thrilled to let you know about an exciting program taking place at your child's school this year. Over two decades of research has helped us understand the important role social and emotional skills play in each child's success in school, in the community, and, eventually, in higher education and the workplace. Skills such as demonstrating self-control, persisting at challenging tasks, making good decisions, and working well in groups are all necessary to being successful students and adults. To support our students in developing these skills that will help them become successful and responsible adults, we will be implementing a life skills program throughout the school district.

As part of this program, our teachers will be using a tool called the DESSA. This tool asks teachers to assess how often a student has demonstrated specific life skills in the past month.

Sample DESSA questions include:

- How often did the child keep trying when unsuccessful?
- How often did the child offer to help somebody?
- How often did the child get things done in a timely fashion?

- How often did the child work well in groups?

The purpose of the DESSA is to identify which life skills (self-awareness, self-management, personal responsibility, decision making, goal directed behavior, social awareness, relationship skills, and optimistic thinking) your child has already learned and what skills they might still need to develop. The DESSA gives teachers and counselors an understanding of which of these skills are strengths for your student, and which ones they need further instruction in. They can then tailor their instruction and/or groups to your student to help them build the skills they need support in. Our goal is to ensure that your child is continuously developing the skills they need for lifelong success.

While the DESSA is just one component of our program this year, we want to make sure that you are informed of our use of this instructional tool. We believe that the information gathered from the DESSA will be beneficial to your child's overall success both inside and outside of the classroom.

The DESSA is published by Aperture Education. Our district chose the DESSA in part because Aperture Education offers a "parent portal" on their website that provides resources, tips, and strategies to parents on supporting their child's development. To view additional information about the DESSA, or the parent portal, visit <https://info.apertureed.com/parent-portal>. Please contact the school principal to discuss any questions or concerns that you may have.

### **GRADE REPORTING, SCALE AND WEIGHTED GRADES**

Report cards are issued every nine weeks (quarterly). Recorded on each student's grade card will be the academic grades for each subject, current grade point average, accumulative grade point average, and number of days he/she has been absent.

The following grading scale is used at New Horizons High School:

90-100%= A

80-89%= B

70-79%=C

60-69%=D

Below 60%=F

### **GRADUATION EXERCISE**

Commencement is a privilege not a right. In order to participate in commencement exercises, a student must have successfully completed all Lincoln County R-III School District graduation requirements. Students who fail to meet all graduation requirements will not be allowed to participate in graduation exercises. Students who fail to complete the graduation requirements in four (4) years have options that include:

- Return to school and complete the credits in which they are deficient.
- Complete the credits in which they are deficient via correspondence.
- Enroll in the Credit Recovery Program and complete the credits in which they are deficient on campus utilizing Launch.

## GRADUATION REQUIREMENTS-New Horizons

**Total Unit Requirement: 24**

Communication Arts	4
Mathematics	3
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health Education	.5
Personal Finance	.5
Electives	7

### **Additional Graduation Requirements:**

The following are required by the Missouri Department of Elementary and Secondary Education for graduation:

- 1 unit of American History
- Pass U.S. Constitution Test
- Pass Missouri Constitution Test
- CPR training
- 1 college and career test, i.e. AT+CT, ASVAB, etc.

### **Early Graduation:**

Permission may be granted to graduate after seven (7) semesters of attendance. Seven-semester graduates will be allowed to participate in graduation ceremonies at the end of the school year. Early graduates will be treated as graduated students for all other activities. Early graduation should be a part of a cooperative plan arrived at by students, their parent/guardian and the school.

### **PARKING**

Students who are in good academic standing and current on all fines and fees are eligible to drive to school and park on campus as a matter of privilege with a valid permit. To obtain a permit, students are required to submit proof of insurance, a copy of driver's license and a completed parking permit application to the main office. Spaces are available each day on a first come basis.

See also parking violation on page 28

## **RESIDENCY**

Pursuant to Public School Laws of Missouri (167 RSMo), students attending New Horizons High School must be a permanent resident within the defined Lincoln County R-III School District boundaries and reside with their parent(s) or court appointed legal guardian within such boundaries.

## **RULER**

We are thrilled to be bringing RULER to our students! RULER is an evidenced based approach to social and emotional learning (SEL) and is an acronym for the skills of emotional intelligence.

Research shows that understanding and effectively managing our emotions predicts important life outcomes such as greater health and wellbeing, better decision making, higher quality relationships and better performance academically and in the workplace.

Emotional intelligence is about awareness of emotions, understanding how emotions influence us, and using this information to make wiser decisions. We will be using RULER, an evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence. RULER is an acronym for the skills of emotional intelligence: recognizing, understanding, labeling, expressing and regulating emotions. To learn more about why emotions matter, visit here [www.rulerapproach.org](http://www.rulerapproach.org).

Teachers will be leading lessons that teach students to view emotions as information, continue to improve their RULER skills, to set goals and develop their best selves and to resolve conflicts. The high school curriculum is organized into four years and each year focuses on why emotions matter for different areas, for the high school experience, identity and wellbeing, making choices and relationships and adult life and the future. Lessons use the four RULER tools as a way for students to better understand the key topics such as [leadership, critical thinking, decision making, motivation, creativity, personality goal setting and stress management].

## **SOCIAL PROBATION**

Any student who has one or more “F”s, at the end of each quarter will be placed on social probation for the following quarter. The student also forfeits his/her privilege to attend extra-curricular activities. Students have an opportunity to regain privileges if they are passing all classes at the next grade cycle.

## **STUDENT IDENTIFICATION**

All students are required to obtain a student identification card. An ID card is provided to each student at no cost. There is a \$5 fee for replacing a lost card. Students are to have their student identification card in their possession during school and at all school functions (dances, extracurricular activities, etc.).

## **STUDENT and PARENT CONTRACTS/PROBATIONARY CONTRACTS**

Upon entrance into New Horizons High School, students and parents will be asked to sign contracts ensuring their commitment to their student and to New Horizons. Students who fail to progress during the course of any one quarter (do not earn any credits due to earning F’s or receiving no credit due to attendance) will be placed on Probationary Contracts. Students will be on a Probationary Contract until they graduate and must make improvements and earn credits



during each quarter thereafter, to remain a student at New Horizons. Students who fail to progress will be subject to dismissal from the New Horizons program.

### **SUMMER SCHOOL**

Course offerings will be determined in the spring. Students enrolled in summer school will be subject to the same expectations as the regular school year.

### **PUBLIC NOTICE**

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

### **EQUAL EDUCATIONAL OPPORTUNITY**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private or parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The Lincoln County R-III School District assures that to comply with the full educational opportunity goal, services for students ages three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special educations, and traumatic brain injury.

The Lincoln County R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational record. It also requires schools receiving federal money to provide access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 and older.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children.

Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children.

Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

### **LOCAL COMPLIANCE PLAN**

The Lincoln County R-III School District has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this

plan are the policies and procedures, which the District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and is submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

### **NOTICE OF NONDISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by the law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding the non-discrimination policies:

#### **District Compliance Officers:**

Equal Opportunity Employment

Director of Human resources, Sarah Schmanke

Central Office (636)462-5194

#### **American with Disabilities Act (ADA), and Section 504:**

Director of Student Services, Kevin Conner

Central Office (636)462-4981

#### **Title IX:**

Director of Human Resources, Sarah Schmanke (Staff)

Central Office (636)462-5194

Director of Student Services, Kevin Conner (Students)

Central Office (636)462-4981

#### **Homeless Students:**

Director of Registration, Connie Werkmeister

Central Office (636)462-4930

The District's policy and procedures detailing the District's Prohibition against Harassment, Discrimination, and Retaliation are set forth in the Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office at 951 West College, Troy, Missouri 63379.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816)268-0550 (voice), or (877)521-2172 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**New Horizons High School**  
**2022-23 Handbook Awareness Statement**

My signature below indicates that I have received and read the 2022-23 New Horizons High School Student Handbook and have read the Code of Conduct and Attendance Policies. Parents should inform the school of changes in residence, custody, and phone numbers (home, work and/or emergency numbers).

Student's Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_