

# **Bloomfield Middle School**



**Student Handbook  
2022-2023**

*Dear BMS Students and Families:*

*We would like to welcome you to the 2022-2023 school year! It is going to be an exciting year of learning and growing. At BMS, we strive to create an environment where all students are successful, develop a sense of community, and have the opportunity to grow to reach their fullest potential.*

*Our District works diligently to ensure a safe learning environment. In order to create an environment where all students may thrive, we have prepared this handbook to inform you of our expectations and policies. Please become familiar with its contents. If at any time you have a question, concern, or idea, please do not hesitate to contact us. Input from families helps us grow and create the best possible educational experience for our students.*

*Middle school students have more opportunities to be involved in school through sports, activities, clubs, and our BMS House System. We encourage students to be involved and take on more responsibility as they grow and mature socially, emotionally and academically.*

*To our students, always be willing to challenge yourself, try your best, and work hard. Hold high expectations and standards for yourself. Make good things happen- give of yourself, to your school, and your friends.*

*As our year progresses, please remember that my door is always open, and we welcome your input. Feel free to visit, call, or email me to discuss any questions, concerns, or suggestions you might have throughout the school year. I look forward to working with you to help each student at BMS reach their goals and have a successful school year. Let's have a wonderful year!*

*As always, it's a great day to be a Wildcat!*

*Sincerely,*

*Casey Karnes*

*Middle School Principal*

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# EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

Bloomfield schools believe that:

- all students are unique individuals
- all students can learn in a caring environment
- school and community provide a basis for student achievement
- school provides an opportunity for social and personal development
- we provide an environment that instills a desire within the student to be a life-long learner

## VISION

The vision of the Bloomfield R-XIV School District is for all students to become responsible, productive citizens.

## MISSION

The mission of the Bloomfield R-XIV School District is to provide an educational environment that allows each student to reach his fullest potential.

## TRADITIONS

SCHOOL COLORS - Purple and Gold	MASCOT - Wildcat
YEARBOOK - The Blossom	CONFERENCE - Stoddard County Athletic Association

## BLOOMFIELD SCHOOL SONG

There's a school upon a hill; Where the mocking birds are heard  
Down in Southeast Missouri in her glory. And we claim her as our own  
With a pride that never wanes, We'll tell of her fame in song and story.  
We are very proud of her; For since 1898, she has  
Stood as a peerless school of learning. In declamatory fights  
She has carried off the prize, While other schools for victory were yearning.  
With the basket and the ball; She is noted for her fame,  
And no team can breakdown her mighty standard; Every student in accord has the spirit of the high.  
And to win by her colors we are branded.  
We will stand for Bloomfield High; And defend her worthy name,  
Though we bid her farewell and go forever: We will think of all the days  
When within her honored walls, There was born love for her which none can sever.

Chorus

It is victory today; For the Purple and the Gold  
The colors of the Bloomfield High. We will climb the highest hill.  
And will shout with voices bold; The praises of the Bloomfield High.

# BLOOMFIELD MIDDLE SCHOOL

PHONE NUMBER 568-4283 - FAX NUMBER 568-4286

## **2022-2023 ADMINISTRATION AND STAFF**

**Casey Karnes**, Principal

**Heather Rice**, Secretary

**Heather Mayo**, Counselor

**Heather Vaughn**, Special Education Director

**Kyle Keith**, Athletic Director

**Amy Battles**

**Erica Berry**

**Bethany Clary**

**April Cox**

**Kristin Crawford**

**Lecia Dixon**

**Kay Goins**

**Whitney Grubbs**

**Suzanne Helle**

**Hadyn Hull**

**Ché Boemler**

5th ELA, Reading, Social Studies

6th - 8th ELA

6th - 8th Reading

6th - 8th Social Studies

8th Grade Math

FACS

Alternative School

6th - 7th Math

Instrumental Music

Vocal Music

Special Programs

**Kyle Keith**

**Jori Loyd**

**Brandi Massey**

**Rhonda Moore**

**Penny Stevens**

**Katie Tippen**

**Celeste Vandiver**

**Ashley Weathers**

**Travis Westbrook**

**Stephanie Young**

In School Suspension

Art

5th Math, Science

Computers/ PLTW

Librarian

Special Programs

District Social Worker

6th - 8th Science

Physical Education

Interventionist

## DAILY BELL SCHEDULE

### 1st bell 7:50

1<sup>st</sup> Hour 8:00 – 8:50

2<sup>nd</sup> Hour 8:54 – 9:44

3<sup>rd</sup> Hour 9:48 – 10:38

4<sup>th</sup> Hour 10:42 – 11:32

Lunch 11:32 – 12:01

5th Hour (Advisory) 12:01-12:26

6<sup>th</sup> Hour 12:30 – 1:20

7th Hour 1:24 – 2:14

8<sup>th</sup> Hour 2:18 – 3:08

Student supervision from Bloomfield staff will begin at 7:35 am. The district will not be responsible for your student before the stated time. Please avoid dropping off or leaving students during unsupervised times.

# I. STUDENT GUIDELINES

## PERMANENT RECORDS

A cumulative folder for every student at BMS is on file in the office. This record consists of a scholarship section, which indicates the courses taken, grades received, and rank in class. The permanent record also contains information on attendance, tardiness, test records, co-curricular activities, honor awards, and other pertinent data. In order to transfer permanent record information to other persons, agencies, or institutions, the student and/or the parents must give written permission and satisfy all financial obligations to BMS.

## REPORT CARDS AND PROGRESS REPORTS

Students are issued a grade card at the end of each nine-week period. Parents should keep all grade cards during the year. If at any time, they feel that proper progress is not being made by the student, they should contact the student's teacher, counselor, or principal. If a student is earning failing or near failing grades in a class after the fourth week of a quarter, a deficiency notice will be sent home with the student for the parents to sign and return to the teacher. Upon receipt of the notice, parents are encouraged to confer with the appropriate teacher(s) or counselor. Teachers will also send grade sheets home upon parent request.

## GRADING SYSTEM AND SCHOOL-WIDE GRADING SCALE

Percentage	Letter Grade	Point Value
95% to 100%	A	4.00
90% to 94%	A-	3.67
87% to 89%	B+	3.33
83% to 86%	B	3.00
80% to 82%	B-	2.67
77% to 79%	C+	2.33
73% to 76%	C	2.00
70% to 72%	C-	1.67
67% to 69%	D+	1.33
63% to 66%	D	1.00
60% to 62%	D-	0.67
59% and Below	F	0.00

## HONOR ROLL

Students achieving academic excellence will be appropriately recognized for their accomplishments within the education program. Students who attain a "B" (3.33 or higher) average will be placed on the Honor Roll at the end of each quarter. Any student who receives no grade below an A- will be placed on the Merit Honor roll and will be eligible for an academic letter. *The following special provisions apply to computing honor roll:*

1. All non-credit grades for excessive absenteeism will be averaged as "F" grades in determining honor roll and class rank.
2. All courses will count in determining honor roll.
3. Courses taken at any school outside the Bloomfield R-14 District or Dual Credit courses will not be "weighted."

## VIRTUAL COURSES

Admission to virtual courses will be at the discretion of the Principal, Counselor, Teacher, and Parent. Students who take online courses must maintain adequate progress. The timeframe for completion will follow traditional grading; i.e. first semester course work must be completed within the school calendar's first semester, and second semester assignments completed by the end of the school year. Most classes will require the student to have a proctor for quizzes, unit tests, and semester finals. The student's grades will be entered in TylerSis just like any other course and will reflect on the student's transcript. Enrollment applications for virtual courses for the Fall semester are due no later than March 30, and enrollment applications for virtual courses for the Spring semester are due no later than October 30. Enrollment applications must be turned in by the designated dates to the counselor.

## **PROMOTION/RETENTION**

Middle school students who are candidates for retention will have their individual case reviewed by a professional team of educators including the principal, counselor, and a team of said grade level teachers. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

## **AFTER SCHOOL TUTORING**

Tutoring will take place on designated days from 3:10 to 4:10. It is the responsibility of the students and their parents to make arrangements for transportation. Tutoring will be monitored by teaching staff, and can be required. Failure to attend mandatory tutoring, without prior notification to the office, will result in disciplinary actions to include, but not limited to, detention or Saturday School. Any student who fails two or more courses will be required to attend tutoring.

All students assigned to attend after-school-tutoring are required to abide by the following guidelines:

1. Students MUST be in their seats NO LATER than 3:10
2. Students MUST be in attendance until 4:10 to get credit for attendance
3. Students MUST bring coursework from the current classes they are failing to the tutoring sessions
4. Students MUST work on coursework for the entire hour they are in attendance

## **SCHEDULE CHANGES**

A great amount of time and effort is devoted to the process of letting students select the courses they wish to take and then construct a master schedule which will permit most students to get those choices. Changes in schedules will only be made when approved by the counselor or principal within the designated time as stated in the daily announcements. Students will not be allowed to go through the schedule change process more than once per semester.

## **SCHOOL DAY FIELD TRIPS / EXTRACURRICULAR ACTIVITY TRIPS**

Students who have failing grades in one or more classes and/or have exceeded the allowable number of absences for the current semester will not be allowed to attend field trips that are held during the school day.

## **ATTENDANCE**

Absences from the regular classroom learning experiences disrupt the continuity of the instructional process not only for the individual student who is absent but also for the remainder of the class and teacher. The benefit of regular classroom instruction is essential for all students so they will gain the most from their high school education. Most students who miss school frequently experience a great deal of difficulty in making satisfactory grades and in keeping up with their assignments. The school cannot teach students who are not here. It is the parent's or guardian's responsibility to see that all students are in attendance every day unless they are sick or it has become a necessity to miss school. It is then the parent/guardian's responsibility to notify the school that their student is absent.

Truancy (which is defined as being absent without the knowledge and/or consent of parents, guardians, or school personnel, or leaving school during any session without the consent of office personnel) will be considered a violation of the discipline code and disciplinary consequences will result.

1. Attendance records will be kept by the hour. Any time a student will have to miss an hour of school, it will count against the school attendance policy.
2. ALL ABSENCES will count toward the five (5) days allowed each semester. Days of absence which the student or parent can document with a professional documentation (doctor, lawyer, etc.) will still count toward the five day limit, but will be taken into consideration if the parents desire an appeal. A medical excuse written by a doctor or a verification of legal appointment by an attorney, etc. is presented to the principal's office when the student returns to school.
  - a. A student who signs out without prior approval from school nurse or principal, hours missed will go towards the five day total of allowed absences. If the student is sent home by the school nurse, those hours will be counted as excused absences, and while it still goes towards the five day total, the attendance committee will consider those hours excused as they would with formal documentation.

3. Parents who desire to appeal the loss of credit due to absenteeism may request a hearing before the Attendance Review Committee. This committee will consist of: principal, counselor, and one other staff member. At this hearing, parents or students may present reason and cause why the student should receive semester credit. If the committee decision is that sufficient justification has not been presented to award semester credit, the parent may appeal to the Superintendent of Schools. Appeal requests must be received in writing within two weeks of the notification of withholding credit. *Credit recovery alternatives are available upon request at the discretion of the administration.*
4. Students are required to make up all work missed due to absence. The student is to be prepared to take any previously scheduled tests on his/her return to school. It is the student's responsibility to make arrangements for make-up work and make up tests. These arrangements should be made with the individual classroom teacher on the first day the student returns to school. All students must be in attendance the last two weeks of each semester to participate in End-of-Semester and state administered End-of-Course Exams. Parents and students should pay close attention to the schedule of make-up days should school be cancelled during the regular school year due to weather-related or other circumstances. The schedule of make-up days is attached to this handbook.
5. Perfect Attendance will be awarded to students who attend every minute of every school day.
6. Excessive absenteeism may result in a juvenile referral.

#### Steps to follow when absent from school:

1. Have a parent/guardian contact school before 9:00 a.m. on the day of absence to report absence.
2. If it is impossible for the parent to call, upon the student's return to school, the parent will write an excuse stating name, date(s) absent, and reason for absence.
3. If a student is absent as a result of a doctor or legal appointment, a written note of verification is required from the doctor's or lawyer's office upon the student's return to school.
4. Students who are absent from school for more than half a day for reasons other than school business on the day of a dance, sports practice, athletic contest, or any other school activity that comes under the jurisdiction of the Missouri State High School Activities Association will not be allowed to participate in that activity during the day or evening unless prior arrangements have been made with the principal.
  - a. The same rule applies to events held on Saturdays: Students must be in attendance for half a day on the previous day school is in attendance in order to be eligible for the event that is held on Saturday. Unless prior approval has been made with the principal.
5. Homework Make-up: Students will receive 1 day per absence, with a maximum of 5 days, to submit school work that was due during their absence. Exceptions will be permitted only if arrangements are made with the student's teacher.
6. Homework during Out-of School Suspension (OSS): All work assigned during OSS period should be submitted by the student on the day of the student's return. All exams that were given during this duration will be taken on the day of return as well. It is the student's duty to collect assignments in the office during their suspension. Failure to collect these will result in a forfeiture of credit for these assignments.

### **SUMMER SCHOOL**

Bloomfield Middle School will provide Summer School after the completion of the school year. Summer School can be required from the Administration. Reasons for mandatory Summer School could include the following, or anything the Principal deems necessary:

1. Any middle school student who receives a semester "F" in 1 or more of their core subjects throughout the school year.
2. Any middle school student who has violated the school's attendance policy.

### **SCHOOL COUNSELING SERVICES**

The school counseling staff support all students in the areas of social, emotional, and behavioral health along with reinforcing academic and career guidance. We strive to continuously develop programs and opportunities for students to learn and perform to their full potential. These programs include trauma-informed education, suicide prevention education, physical/sexual abuse prevention as well as other social-emotional learning opportunities.

### **SCHOOL SOCIAL WORKER**

The school social worker's role is to assist students and families experiencing barriers that may prevent students in their education success. The school social worker will assist students and families with meeting their basic needs: food, clothing, medical, mental health treatment, and more.



The school social worker is responsible to report child abuse and neglect to the appropriate authorities.

The school social worker will be requested to complete truancy checks at the student's residence.

### **CLOSED CAMPUS**

Bloomfield Middle School operates a closed campus. Students MUST bring a written parental request to the office or have parents telephone the office before leaving the campus for any reason. Students must sign the list in the principal's office after receiving permission from the principal, counselor, or secretary before they leave campus. Students who do not check out in the proper manner will be considered truant (skipping) and disciplinary action will be taken. Students who become ill during the school day may check in the nurse's office, which is located in the elementary building. If a student is too ill to remain in school, parents will be contacted, and the student dismissed to go home.

### **LOCKERS**

Each student at BMS will be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in order at all times. If your locker is in need of repair or does not work properly, report this information immediately to the office. In some cases two students are assigned to one locker. Students are not to change lockers without permission from the office or bring valuables to school at any time. The school will not be responsible for lost or stolen items either of personal nature or school materials. Students are reminded that lockers are owned by the school and are subject to search by the school faculty.

### **BACKPACKS OR BOOK BAGS**

All backpacks or book bags of any kind must be placed in the student's locker or hung up in the hallway during the school day after arriving at school and may not be carried to class. Please be sure that if you purchase a bag or backpack that it will fit in the lockers or hang on hooks in the hallway. Females will also be prohibited from carrying purses and bags to class, due to the safety hazard they create on the classroom floors / cell phone issues in class.

### **BOOKS AND MATERIALS**

Students are responsible for all books and materials issued in classes. Lost or damaged materials must be paid for by the student.

### **LOST AND FOUND**

A lost and found area is maintained in the office. Any student finding an article should take it to the office.

### **DAILY ANNOUNCEMENTS**

Students should listen closely to the student announcements read aloud daily during the first period, advisory, or read the announcements on the office TV. These announcements contain important information regarding student services, activities, and procedures.

### **INSURANCE**

A low-cost student accident-injury insurance program is offered to students as a convenience. Insurance application forms may be obtained in the office. Missouri State High School Activities Association requires that all participants (ball players and cheerleaders) be covered by school accident insurance unless parents provide verification of home insurance coverage.

### **SALE OF ITEMS ON SCHOOL PROPERTY**

The only items that may be sold at school are items that are being sold by school-sponsored groups. Students may not bring items from home, church, scouts, etc., to sell. School-sponsored sales must have the approval of the principal. Posters for activities or items other than those that are school-sponsored are not permitted in the building

### **FEES TO BE COLLECTED**

The following fees are assessed to students:

1. Club Fees: As set by the club and/or sponsor of each activity.
2. Vocational Agriculture, Art, and FACS: If enrolled in certain classes in these three areas, students will be responsible for the

cost of their individual projects. The student must pay the teacher before the project is taken from the school. There will be a lab fee for Vo-Ag classes related to projects required by our vocational programs, FFA program, and state mandates.

3. School Insurance (optional): The school district offers a low-cost student accident- injury insurance program. Insurance application forms may be obtained in the office and mailed into the company.
4. Athletic Fees: Students, along with the general public, will pay admission to the athletic events and any other event requiring paid admission.
5. Lunch Fees: \$2.45 per meal      Breakfast Fees: \$1.30 per meal

Middle school students who accrue overdue bills greater than \$50.00 will be prohibited from participating in extracurricular events/activities, school field trips, school events, etc. until the bill is paid, or a payment plan is agreed upon. A payment plan can be set up with the building administrator.

## **BREAKFAST AND LUNCH**

"Grab and Go" breakfast is available from 7:35 - 8:00 outside the office for \$1.30. Second chance breakfast is available at the conclusion of the first period for \$1.30. A type "A" lunch is provided each day, and there is an ala carte lunch line which serves additional items. Each type of lunch is priced individually. Type A lunches are \$2.45 per meal. Free and reduced-price lunches are available to those students meeting government-established guidelines. **A pre-pay program is in effect in the cafeteria.** The cafeteria program is computerized. Each student will have a computer account number.

The District Meal Charge Procedures (EF-AP1) will be given to each student at the beginning of each school year.

*General guidelines for lunch are:*

1. Students are to report directly to the cafeteria at the beginning of their lunch period.
2. No student can remain in the middle school, the parking lots, or return to the middle school unless given specific permission from a faculty or staff member
3. Students who bring their lunch to school will go to the cafeteria during their lunch period.
4. When finished eating, all trays, dishes, silverware, and trash are to be returned or disposed of properly.
5. No eating in the classrooms, hallways, etc. without prior permission from a faculty or staff member.
6. Everyone must have his/her own tray - no sharing.
7. Students may report to the outside lunch common grounds (Between the Elementary and High School Gyms) at 11:50 AM when the duty teacher dismisses them.
8. No OUTSIDE/Fast food can be delivered or brought to school for consumption during lunch (without prior permission).

## **HEALTH INFORMATION**

Students who become ill during the school day are to report to their teacher and request permission to go to the nurse's office. If necessary, arrangements will be made with the parents or authorized parent substitute for further care. If the nurse is not in her office, the student should report to the principal's office.

The school can only provide emergency first aid in case of injury, and temporary care in case of illness at school. If the parent cannot be reached and has left no instructions with the school for emergency care of a student, the student will be sent to Southeast Hospital in Dexter and cared for by the physician on call if school officials feel the student needs immediate attention.

Some students may require medication for chronic or short-term illness during the school day to enable them to remain in school. The administrations of medications, including over-the-counter medications, are nursing activities. A registered professional nurse may delegate the administration of medications to unlicensed personnel who are trained by the nurse.

*The following guidelines for medications taken at school must be followed:*

1. The student's physician shall provide a written request for medication during school hours, which include the name of the student, name of the drug, dosage, frequency, route of administration, and the doctor's name. Description of side effects should be included if possible.
2. Physicians or parents may provide a written request for over-the-counter medications to be given during the school day, which include the name of the student and name(s) of medications. Long-term medication requests must be renewed annually. Over-the-counter medications will be given according to label directions. No medication will be given for temperature elevations unless a parent or their designee cannot be reached to take the student home.

3. Medication must be in a pharmacy labeled container with only those doses to be given at school. (Pharmacists will provide a separate school prescription if requested.) All over-the-counter medication must be in the original package/ bottle.
4. The school will not give the first dose of any medication.
5. All medication will be delivered to the school by the parent/guardian or other responsible adult. (*STUDENTS ARE NOT TO CARRY THE MEDICINE TO SCHOOL.*)
6. Medication supplies should not exceed 30 days.
7. A student's physician and parent will provide the school with written requests for students who need to self-medicate with inhalers for asthma. The student should notify school officials when medication is used.
8. Medications that are prescribed three times a day should be given before school, after school, and at bedtime unless considered to be otherwise necessary by the physician.

The nurse shall assume NO responsibility for the care of injuries except to provide emergency first aid. General health information is available. Emergency cards are required on all students and students should report change of address or telephone number to the nurse immediately. This information is extremely important if it should become necessary to contact your home.

New students must provide immunization verification upon enrollment for school attendance. All students needing 10 year diphtheria-tetanus boosters will be notified by the school nurse. Lack of notification does not exempt students from required immunizations.

### **LIBRARY**

1. Library books may be checked out for a period of two weeks.
- 2.. Any lost materials checked out to students must be paid for by the responsible student.

### **TELEPHONES**

Telephone calls may be made to the school office, 568-4283, between the hours of 7:45 a.m. and 3:15 p.m. Students will be called to the phone only in emergencies; only messages of an urgent nature will be delivered to students. School phones are for business, not pleasure. Students will not be allowed to make unnecessary calls. Using a cell phone to call a parent is prohibited. Students should come to the office to use the school phone when needing to call parents for ANY ISSUE.

### **TRANSFER IN/OUT**

Only those students whose domicile with parents within the Bloomfield School District may legally attend Bloomfield Schools. In addition, students who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the board. From the initial attempt to enroll in the Bloomfield School District, there may be a 24 hour waiting period prior to physically attending classes. This waiting period is to verify compliance with the Safe Schools Act. Students transferring into our district must complete registration forms indicating the following:

1. They were in good standing from the transfer school.
2. Immunization records indicate all immunizations are up to date.
3. They are eligible to attend our school based on residence (documentation must be provided at time of enrollment).
4. The parent / guardian complete student-information form containing required MOSIS information.
5. They are not in violation of the Missouri Safe Schools Act.
6. The student is in the legal custody of the person acting as the parent/guardian at time of transfer
7. Parents or Guardian may also be required to sign an affidavit stating that they do live within the boundaries of Bloomfield R-14 School District.

### **WITHDRAWAL FROM SCHOOL**

A student who desires to withdraw from school should have his/her parent or guardian telephone the office to make an appointment, and present a written statement outlining the time and reason for withdrawal. Any student withdrawing from school for reasons other than transfer must discuss the matter with the counselor, and listen to all the options other than withdrawal, prior to being allowed to withdraw. After talking to the counselor, the student will receive a withdrawal form from the counselor. Students must follow the instructions outlined on the form which they are to present to each individual teacher and the librarian along with his/her books. The slip is then returned to the counseling office.

## **VISITOR POLICY**

All parents, guardians or visitors during the regular school day are required to check in at the middle school office, and obtain a visitors pass. Visitors will not be allowed in classrooms. The School Board and Administration will not tolerate any person or persons whose presence disturb classes, school activities, or hinder the educational process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities. This policy is not to upset parents, but to ensure your child's safety in every way possible. Bloomfield school is striving to provide the safest environment for all students. We appreciate your understanding, support and help in this matter.

## **EMERGENCY INFORMATION**

Fire drills, tornado drills, earthquake drills, and intruder drills will be held during the school year. Each room has instructions posted for these drills. Notification to move to protected areas will be by signal. Students should pay close attention to emergency procedures as outlined by teachers.

## **STUDENT DIRECTORY INFORMATION**

Please be advised that the Bloomfield R-14 School District will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height, and weight of members of athletic teams, dates of attendance, diplomas, awards received, photographs, and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Student activities provide an opportunity for students to engage in special interests in addition to the more formal class activities. Activities help develop necessary abilities for leadership as well as those necessary for working as part of a group. Activities also contribute to school loyalty, help establish habits of good citizenship, and increase the powers of self-direction. Membership and selection of officers in clubs shall be determined by regulations specified in each club's constitution and bylaws. The Board of Education prohibits the organization of school-sponsored fraternities, sororities, or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The following list of activities and organizations are offered at BMS:

### **ACTIVITY**

Athletic Director  
Girls Volleyball  
Boys Basketball  
Boys Baseball  
Girls Basketball  
Girls Softball  
Cross Country  
Cheerleading  
Pep Club  
BETA Club  
Band  
Choir  
Student Council  
History Day

### **SPONSOR**

Kyle Keith  
Che Boemler/ Sarah Upchurch  
Travis Westbrook/Kyle Keith  
Grady Leimbach/ Justin Hancock  
Natalie Manes/ Justin Hancock  
Bethany Clary/ Che Boemler  
Sarah Upchurch  
Celeste Vandiver  
Bethany Clary  
Jori Loyd/ Whitney Grubbs  
Suzanne Helle  
Haydn Hull  
Erica Berry  
April Cox

## **SPECIAL EDUCATION - PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Bloomfield R-14 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism,

deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Bloomfield R-14 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 First Steps program.

The Bloomfield R-14 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents 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).

*The Bloomfield R-14 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of Mrs. Heather Vaughn, District Special Education Director. This notice will be provided in native languages as appropriate.*

### **BLOOMFIELD MIDDLE SCHOOL ACADEMIC HONESTY POLICY**

The school's purpose is to foster academic excellence. An essential element in a climate of learning is intellectual honesty. Cheating is incompatible with the Bloomfield philosophy. To this end, the first rule of the school shall be: Cheating in any form is unacceptable behavior. Neither pressure for grades, inadequate time to complete an assignment, tests neither adequately proctored, nor unrealistic parental expectations justify cheating. Cheating places the value of grades over learning and is in conflict with our philosophy. A school definition of Plagiarism includes offering the words and ideas of another as one's own without giving credit to the originator. Lending work and ideas to another is also cheating. Changing or attempting to change a mark on a report card or other school document is the most serious form of cheating. The teacher's professional judgment determines whether cheating has occurred.

#### **Shared Responsibility for Academic Honesty**

Teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

#### **Student Responsibilities**

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work--do not lend or borrow homework
- not look at another's test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for revision

#### **Teacher Responsibilities**

The teacher will:

- make the classroom policy known to all students
- be specific as to whether work is to be cooperative or individual
- prepare students for tests and test on test days
- carefully proctor tests so as not to tempt the students
- secure his/her grade book and mark documents so that grades are private and safe

#### **Consequences**

Academic dishonesty will be subject to disciplinary action according to the discipline policy.

## II. DISCIPLINE POLICY

In order to provide a stable environment for teaching and learning, Bloomfield Middle School adheres to a discipline code of conduct that promotes responsibility and accountability. Certain basic rules are necessary for maintaining proper order in society. Schools, as part of society, need rules related to the unique place and role they occupy in the social structure. School rules are similar to the basic rules of society but modified to meet the various age and maturity levels of the students served.

The faculty and staff at Bloomfield take pride in creating and maintaining a school environment, which contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. As responsible young adults, all students are expected to behave in a manner that is acceptable to everyone concerned --other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, and bus drivers. When disciplinary measures are needed, the teacher will take appropriate, immediate action and/or refer the student to the principal. Before any disciplinary action is taken, each case is thoroughly investigated. We pride ourselves in being consistent, firm, and fair. Discipline, the process of enforcing school rules, begins with the classroom teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated infractions of a school rule may be referred to the principal, superintendent of schools, and Board of Education in an ascending orderly process with due process procedures being observed at all levels.

All students at Bloomfield Middle School have the right not only to an education but also the rights guaranteed by the Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A hearing suited to the situation and the charges.
4. A decision after hearing the charge and response to the charge Student Due Process
5. Steps and Student Discipline Hearings are set by Board of Education Policy.

### **CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this 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, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the Bloomfield R-XIV School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian.
3. The designation must be made in advance and in writing to the principal of the school that suspended the student.
4. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
5. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Bullying (see Board policy JFCF)** – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** –

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Meet Conditions of Suspension** – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."



In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Incendiary Devices** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### **Tobacco**

1. Possession of any tobacco products (including electronic cigarettes) on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco products. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco products. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco products. Principal/Student conference, detention, in-school suspension, out-of-school suspension.

Subsequent Offense: Confiscation of tobacco products. In-school suspension or 1-10 days out-of-school suspension.

**Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### **Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

## **DISCIPLINARY INFRACTIONS**

Listed below is a summary of typical penalties that may be assessed for conduct infractions. This is only a partial list, and students should realize that other penalties are possible depending upon circumstances surrounding an infraction.

<b>Level 1 Offense</b>	<b>Level 2 Offense</b>	<b>Level 3 Offense</b>	<b>Level 4 Offense</b>
<ul style="list-style-type: none"> <li>● Tardiness (4th+)</li> <li>● 1st Period Tardy (2nd offense)</li> <li>● Dress Code Violation</li> <li>● Parking Lot Violation</li> <li>● Failure to Work/Participate</li> <li>● Horseplay</li> <li>● Disruptive</li> <li>● Inappropriate Language</li> <li>● Non-Compliance</li> <li>● Food/Drink Violation</li> <li>● Littering</li> <li>● Dishonesty</li> <li>● Bus Misconduct</li> <li>● Other_____</li> </ul>	<ul style="list-style-type: none"> <li>● Detention No-Show</li> <li>● Defiance/Disrespect</li> <li>● Electronic Device</li> <li>● Verbal Altercation</li> <li>● Truancy</li> <li>● Theft</li> <li>● Tobacco Violation</li> <li>● Vandalism</li> <li>● Internet Violation</li> <li>● Academic Dishonesty</li> <li>● Harassment (verbal)</li> <li>● Other_____</li> </ul>	<ul style="list-style-type: none"> <li>● Fight (NON-INJURY)</li> <li>● Hazing</li> <li>● Bullying</li> <li>● Sexual Misconduct</li> <li>● Sexual Harrasment</li> <li>● Threat to Staff</li> <li>● Verbal Assault</li> <li>● Possession of Weapon</li> <li>● School Trip Violation</li> <li>● Saturday School No-Show</li> <li>● Other_____</li> </ul>	<ul style="list-style-type: none"> <li>● Arson</li> <li>● Assault/Fighting</li> <li>● Drug/Alcohol</li> <li>● Striking Staff</li> <li>● Weapons Violation</li> <li>● Bomb Threats/Explosions</li> <li>● Robbery</li> <li>● Sexual Offenses</li> <li>● Repeated Misconducts</li> <li>● Other_____</li> </ul>

### **Possible Disciplinary Consequences** **\*To be assigned at the Principal's discretion\***

<b>Level 1 Offense</b>	<b>Level 2 Offense</b>	<b>Level 3 Offense</b>	<b>Level 4 Offense</b>
After-School-Detention	After-School-Detention	Assign to special program	Conference w/ Parent
Contact Parent	Conference w/ Parent	Conference w/ Parent	In-School Suspension
Corporal Punishment	Corporal Punishment	In-School Suspension	Out-of-School Suspension
Counseling and Redirection	In-School Suspension	Out-of-School Suspension	Expulsion from School
Return of Property or	Loss of Privileges	Saturday School	Probation
Restitution	Referral to Outside Agency	Referral to Outside Agency	Referral to Outside Agency
Verbal Reprimand	Confiscation of Contraband	Expulsion from School	Referral to level 1, 2, or 3
Withdrawal of Privileges	Saturday School	Suspension/Expulsion from Bus	
Work Assignment	Out-of-School Suspension	Referral to level 1, 2, or 4	
Agency	Loss of Credit		
Referral to Level 2, 3, or 4	Referrals to level 1, 3, or 4		

**Corporal Punishment:** is mostly used as the first correction for student misbehavior that affects other student's learning or well-being.

A. Laws applicable to school Section 563.061 and Section 568.060

B. Chapter 171 School Operations. Section 171.011 Conduct of Pupils "There is no such thing as reasonable punishment from a malicious motive." 88 Mo. A. 354

C. An administrator has the right to inflict reasonable punishment for misconduct by paddling. It must be administered for a salutary purpose to maintain the discipline and efficiency of the school.

D. When a paddling is administered by an administrator there will be a witness and the superintendent will be notified.

E. A student is not to receive more than one paddling per day. Should there be need for more than one, it is to be postponed until the next day.

F. The administrator is to ask if there is a medical reason the student should not be paddled.

**After-School Detention:** 1-2 hours pending on severity of incident; primarily used for work habits, punctuality, and attendance.

**In-School-Suspension:** Will be reserved for repeat offenders that continually abuse student classroom privileges and other consequences have been exhausted.

**Suspension from Extracurricular Activities:** Level 3 and Level 4 offenses may also result, in addition to the school day disciplinary actions, in suspension of the student from all extracurricular activities (to include team sports, club activities, class field trips, etc.)

**Out-of-School Suspension:** Short Term (1-10 days) Principal may impose. Long term (11-180 days) Superintendent may impose. Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. All extracurricular privileges are also suspended. Readmission may be conditional upon the student obtaining counseling. In addition, a parent conference will be held.

**Expulsion:** Expulsion is the permanent removal of a student from school by action of the Board of Education. The action taken and results are to be recorded in the student's permanent record.

### **PARENT NOTIFICATIONS**

Parents will be notified by the following methods, with respect to discipline-academic-school events:

1. Telephone Call
2. Telephone Call with follow-up letter via regular mail.
3. Email
4. Hand delivery of items by student.
5. Regular mail.
6. Regular mail with signature / delivery sheet required.
7. In extreme cases, Certified Mail may be used.

### **CELL PHONES ELECTRONIC/ MOBILE DEVICES**

Developments in technology in recent years have resulted in enhanced communication opportunities. We recognize the need for parents to be able to communicate with their children in a safe and timely manner. However, the increased use of cell phones in schools poses increased risks of school disruptions, bullying, taking photos without consent, criminal activity, and academic dishonesty.

Middle School students **MAY** be in possession of cell phones, smart watches and similar devices used for communicating with others, but their use is PROHIBITED during school hours (7:35 am – 3:08 pm), except for designated school activities with permission from the principal. Students who have a need to contact their parents should come to the office between classes or during advisory and request permission. Parents needing to contact students should do so through the school office. If cell phones are heard or used during the school day without proper authorization, the following consequences will apply:

Consequences for violation of the cell phone policy are as follows:

- First Offense: Principal-student conference and return of the item to the student at the end of the school day. One day of after-school detention (2 hours).
- Second Offense: Principal-parent/student conference and return of the item to the parent at the conference. Two after school detentions.
- Third Offense: Two days of ISS. Parent must pick-up the item.

Should students be caught using a device to bully, cheat or assist others in cheating, or take pictures/recordings of items or individuals that are inappropriate, the consequence schedule stated above will be accelerated. Students found to be taking pictures or recording video at school and posting them on the internet without permission from school administration also face disciplinary actions.

Earbuds, air pods, or bluetooth headphones will not be allowed to be in use during the school day. Headphones that are wired and plug in to student Chromebooks may be used if needed for course work.

This policy can be changed or revoked at any time during the year if deemed necessary by the administration.

## **MISSING ASSIGNMENT POLICY**

Students who have missing assignments will be assigned lunch detention as an opportunity to complete the missing assignment. Students who have multiple missing assignments or are habitual offenders may be subject to further consequences, including after school detention or ISS .

1. 1 Day late=50% credit
2. 2 Days late=No credit is given, but assignment must be completed

*\*If a student becomes a habitual offender, the consequences will be increased at the principal's discretion.*

## **TARDY POLICY**

Disciplinary Actions Regarding Unexcused Tardies per Semester:

	<u>Consequences</u>
1 <sup>st</sup> Unexcused Tardy:	Documented
2 <sup>nd</sup> Unexcused Tardy:	Documented with verbal warning
3 <sup>rd</sup> Unexcused Tardy:	1 Hour of Detention
4 <sup>th</sup> Unexcused Tardy:	2 Hours of Detention

**\*\*Additional tardies will be handled at the discretion of the administration.**

## **DRESS POLICY**

A student's dress/appearance shall not cause distractions and/or interpretations that will impede the orderly progress of the educational process. The responsibility of determining what constitutes a dress/appearance distraction rests with administration and/or professional staff. Students will be sent to the office on the first offense. Discipline will be issued if repeated behavior occurs. The following limitations will be enforced:

1. Shorts and skirts: Must be deemed an acceptable length by teachers and principal.
2. Rude, sexual innuendo, obscene designs or slogans or beer/liquor/tobacco advertisements on clothing
3. Caps, sweat-bands, headgear, or sunglasses should not be worn in the building. These may be worn to and from school but kept in the student's locker during the regular school day.
4. Midriff, mesh garments, muscle shirts, shirts with cut-off sleeves (except during PE) or spaghetti strap shirts are not to be worn by students. Shirts must have at least a 2 inch sleeve.
5. Shoes must be worn.
6. Pants must be worn around the waist with no underwear visible, and pants with holes must be deemed acceptable by teachers and principal.
7. No pajamas, slippers, or other NIGHT CLOTHES can be worn EXCEPT ON SPECIFIED DAYS
8. No piercing permitted that is disruptive to the learning environment or creates a safety hazard to the student or other students. The student may be required to remove such items while at school. Students may not have any jewelry, including earrings, tongue rings, or other such items during Physical Education.
9. No hair color, hair style, or hair accessory permitted that are disruptive to the learning environment or create a safety hazard to the student or other students. The student may be required to remove such items.

## **NOTICE REGARDING SCHOOL SEARCHES**

1. Students have no expectations of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of locker, computers, and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
6. The details of extracurricular drug testing, if applicable. (4<sup>th</sup> Amendment of U>S> Constitution, Policy JFG)

## **USE OF ILLICIT DRUGS, ALCOHOL, AND TOBACCO**

The policy on a Drug-Free School is required by P.L. 101-226 to forward all students and parents of Bloomfield R-14 High School the

information provided by the Bloomfield Board of Education on the drug-free policy. Bloomfield High School is also required to inform students and parents that compliance with the standard of conduct is mandatory.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to each individual. Drugs and alcohol are not permitted on school property at any time. Students who indulge in the use of either of these items during any school function are in violation of school policy and good health practices, and will be handled in a manner commensurate to the policy violated. Illicit drugs are defined as any drug deemed illegal by state or federal law. Possession and distribution of prescription drugs not prescribed to the student, not taken within the supervision of the school nurse, and items such as STACKERS, caffeine pills, NO DOZE, and other OVER-THE-COUNTER drugs, etc. are also prohibited and deemed illegal on school grounds.

The District will take advantage of the availability of the County Sheriff's Office Drug Canine Unit to conduct random drug searches of the school campus and parking lots. Students are not permitted to smoke or use tobacco products in the school building or school grounds. Smoking or any use of tobacco during any school function are in violation of school policy and good health practices, and will be handled in a manner commensurate to the policy violated. Confiscated products could be sent to law enforcement for testing.

Those students arrested, facing charges, or convicted of drug or alcohol offenses off school property will face disciplinary actions upon returning to school which will include Out of School Suspension, placement into AEP, and loss of extracurricular privileges for up to 365 school days. For those students found to have violated the drug and alcohol policy while on campus, they will face disciplinary action as stated on the Disciplinary Action Form.

*\*The complete student alcohol/drug abuse policy is found in the Board of Education Policy Manual.*

## **DRUG EDUCATION**

It is the policy of the Bloomfield Public schools to provide on-going education as to the harmful effects of drug abuse. Formal and informal programs of instruction are conducted in classes such as health, physical education, science, language arts, FACS, and social studies.

## **ATHLETIC/EXTRACURRICULAR ELIGIBILITY**

To be eligible to participate in school athletics is a privilege - not an inherent right - granted if you meet the eligibility standards as set forth by the Missouri State High School Activities Association (MSHSAA). According to the MSHSAA eligibility standards, athletes must be good citizens in their school and community. More specifically, any student who represents his/her school in interscholastic activities must be a creditable citizen and be judged so by the proper school authority certifying the list of students for competition. A student whose character or conduct is such as to reflect discredit upon himself/herself or his/her school is not considered a credible citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline. It is understood that citizenship eligibility cases are handled on an individual basis at the school level by the coach, athletic director, principal, parents, and player. However, it is also felt that system wide guidelines will assist in the uniform handling of such cases.

*ALL STUDENTS PARTICIPATING IN ANY EXTRACURRICULAR ACTIVITY MUST HAVE A SIGNED EXTRACURRICULAR HANDBOOK FORM ON FILE IN THE OFFICE ALONG WITH A MEDICAL EMERGENCY FORM.*

## **POLICY JFCI: STUDENT DRUG TESTING**

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

### ***Random Drug Testing***

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 6-12 as a condition of participation in covered activities.



Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), school sponsored clubs and organizations, including but not limited to FFA, FCCLA, Beta Club, Student Council and student campus parking.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

First Offense – Exclusion from all covered activities for a minimum of 30 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

Second Offense – Exclusion from all covered activities for a minimum of 90 calendar days and must pass a drug test administered by the district prior to participating in covered activities again.

Third Offense – Excluded from all covered activities for 365 calendar days and must pass a district-administered drug test prior to participating in covered activities again.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

### **RULES AND SAFETY REGULATIONS FOR RIDING ON A BUS**

Bus drivers will handle misconduct of students in a safe and harmonious way. At all times, students are to cooperate with their bus driver. The following rules and regulations for pupils who ride school buses have been made by the Missouri Department of Education and published in the bulletin entitled "Missouri Transportation Laws, Regulations, and Standards." It is the bus driver's responsibility to enforce the following rules and regulations:

1. Driver is in charge of pupils on the bus. Pupils are to obey the driver promptly and cheerfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversations with the driver are prohibited.
5. Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversation.
6. The use of tobacco is not permitted on the bus.
7. Pupils must not throw waste or other rubbish out the bus window.
8. Pupils must not try to get on or off the bus, or move about while it is in motion.
9. Pupils must not at any time extend arms or head out of the bus window.
10. Pupils must observe directions of the driver when leaving the bus.
11. Any damage to the bus should be reported to the driver immediately.
12. Students who ride a bus to an extracurricular activity must ride the bus back to the school. The one exception is that at the activity their Parent signs the student out and takes the student home with them.
13. Students attending out of town activities/functions as a participant will be required to ride school provided transportation unless prior permission is secured from the building principal. This includes field trip type activities. Students attending Bloomfield Middle School out of town activities as a spectator may provide their own transportation but must realize that they are under the supervision of school personnel, while participating in the activity.

### **TRADITIONAL SCHOOL EVENTS**

Bloomfield Middle School has a rich tradition of school sponsored activities which include dances, spirit activities, and a variety of club sponsored competitions. Details of activities will be shared with students during the school year.

## **DANCES**

The following rules apply to dances at Bloomfield Middle School

1. Students must have a 93% attendance percentage to be eligible to participate in school dances.
2. Students and individuals who have dropped out of school may not attend middle school dances.
3. Once you leave the dance, NO MATTER THE REASON, you may not return. When you leave the activity you are required to leave the school premises.
4. All school regulations governing conduct will be enforced for attendees.
5. Any person(s) suspected of tobacco, alcohol, or drug use will be removed from the dance and parents notified immediately. In severe cases, legal authorities will be notified. School disciplinary action will be enforced on the next day school is in session.
6. Each organization will determine the types of dress desired at their dance. These must be approved by the sponsor and principal. If there are questions about dress attire, they should be addressed to the principal prior to the dance.
7. The cost of admission to each dance shall be determined by the members and sponsor of the appropriate club, with approval of the administration.
8. Students who do not attend school on the day of a dance or the preceding Friday, before a Saturday dance, will not be permitted to attend the dance unless prior approval of the principal has been given.
9. Students who are currently in OSS or assigned to Saturday School for disciplinary reasons, on the day of the dance or the Friday before the dance, will not be allowed to attend the dance.
10. The principal has the authority to make exceptions to these rules.
11. Inappropriate dancing, including "bumping and grinding", is prohibited and will result in the offenders being removed from the dance.

## **CLOSING OF SCHOOL**

In the event of inclement weather or other unpredictable circumstances which would require the closing of school, every attempt to notify parents will be made. Announcement of school closing or early dismissal will be made on radio station KDEX, Dexter MO and over KFVS Television Station, Cape Girardeau, MO. Please remember that in the event of an emergency at school our telephone lines will be needed for emergency out-going calls. Please help us to keep these lines open. Parents and students, who have given the school up-to-date contact information will also be contacted by our new SCHOOL MESSENGER phone system.

## **NOTICE OF NON-DISCRIMINATION**

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referrals of applicants for admission and employment, and all unions or professional agreements with Bloomfield R-14 school district are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs or activities. Any person having inquiries concerning Bloomfield R-14 School District's compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to contact the school office at 573-568-4562. **Boy Scouts of America Equal Access Act:** As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

For the procedures on reporting, refer to board policy AC, or contact Compliance Officer, Sabrina Skaggs (Elementary Principal), 504 Compliance Officer, Heather Vaughn (Special Education Coordinator), Title IX Compliance Officer, Celeste Vandiver (District Social Worker).

## **NOTICE OF SPECIAL EDUCATION OBLIGATION**

### ***Special Education Services***

The Individuals with Disabilities Education Act (IDEA) defines students with disabilities as those children, ages three (3) to twenty one (21), who have been properly evaluated as having Mental Retardation, Hearing Impairments and Deafness, Speech or Language Impairments, Visual Impairments including Blindness, Emotional Disturbance, Orthopedic Impairments, Autism, Traumatic Brain Injury, Other Health Impaired, a Specific Learning Disability, Deaf Blindness, or Multiple Disabilities and, who because of that disability, require special education and related services. As allowed under 34 CFR 300.87 implementing IDEA, the State of Missouri also defines a child with a disability to include ages three (3) through five (5) who have been properly identified as a young child with a developmental delay.

### ***Homeless***

Homeless children has the meaning given the term homeless children and youths in section 725(42 U.S.C. 11434a) of the McKinney-Vento Homeless Assistance Act, as amended, 42 U.S.C. 11431 et seq. Racial Discrimination/Demeaning Language

### ***Limited English proficient***

Limited English proficient means an individual who is aged 3 through 21; who is enrolled or preparing to enroll in an elementary or secondary school; who was not born in the United States or whose native language is a language other than English; who is a Native American or Alaska Native or a native resident of the outlying areas and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency or who is migratory, whose native language is a language other than English and who comes from an environment where a language other than English is dominant; and, whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the State's proficient level of achievement on State assessments and to successfully achieve in classrooms where the language of instruction is English.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request to the Superintendent, identifying the record(s) they wish to inspect. The assistant superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask MSB to amend a record that they believe is inaccurate. They should write to the superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If MSB decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health, or medical staff and law enforcement unit personnel); a person serving on the school; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, MSB discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MSB to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **STUDENT ACHIEVEMENT**

### **The Missouri Assessment Program (M.A.P.)**

Missouri implements a performance-based assessment system for use by public schools in the state, as required by the Outstanding Schools Act of 1993. The assessment system is designed to measure student progress toward meeting the Missouri Learning Standards. To achieve the Grade Level Expectations set forth by the Missouri Department of Elementary and Secondary Education, students must have a strong foundation of knowledge and skills in basic subject areas and be able to apply what they know to real-world problems and new situations. Therefore, the Missouri Assessment Program must measure what students know as well as what they can do.

The Missouri Assessment Program for Grades 3-8 assesses students in mathematics, ELA, and science (Grades 5 and 8 only). Three types of test instruments will be used to evaluate student achievement in each subject area--the familiar multiple-choice test, a short-answer (constructed-response) test, and performance events. The District administers assessments to students who are currently enrolled in the Bloomfield R-14 School District.

## **SEXUAL HARASSMENT**

Policies regarding sexual harassment of students are in force in the school. "Sexual Harassment is strictly forbidden. Sexual Harassment may include sexually oriented jokes, remarks, cartoons, pictures or letters, pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching." Do not be involved in activity which could result in severe discipline.

## **RACIAL DISCRIMINATION / DEMEANING LANGUAGE**

Use of hate language to demean other persons due to the race, gender, disability, natural origin, sexual orientation, or religious beliefs is strictly prohibited. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

## **DISTRIBUTION OF NON CURRICULAR STUDENT PUBLICATIONS**

The distribution of non-curricular student publications is defined in the Bloomfield School Board Policy Book. A copy of this set of guidelines is located in the high school library for student review.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel who a student and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final.

*All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel files.*

## **NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students, who are 18 or emancipated minors ("eligible students") certain rights regarding and use of information for marketing purposes, and certain physical exams. These include the right to:

\*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parents;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

\*Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and screenings, or any physical exam in or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

\*Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distributions purposes; and
3. Instructional materials used as part of the educational curriculum.

The Bloomfield R-XIV School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect students privacy in the administration of protected surveys and the collection disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bloomfield Schools will directly notify any eligible students of these policies at least annually at the start of each school year and after any substantive changes. Bloomfield Schools will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates for the following activities and provide an opportunity to opt a student out of participation in:

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

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

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

### **NOTICE OF SCHOOL IMPROVEMENT**

If a school receiving title one funds has been identified as a school in need of improvement, for corrective action for restructuring, the district will provide an explanation to parents and notify them by letter giving them the option to transfer to another school district. This will also be distributed through district publications. (20 U.S.C. 6316)

### **NOTICE OF STAFF QUALIFICATIONS**

A district that receives title one funds may upon parent request, provide information on their child's teacher and or paraprofessional. (20 U.S.C 6311, Policy GBL)

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA) COMPLAINT  
PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and  
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

## **9. How will appeals to the Department be investigated?**

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 <sup>2</sup>In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

# III. Bloomfield R-XIV School District Acceptable Use Policy

(Updated 5-13-2009)

## Users

- A. Student Users - No student will be given "privileged" access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a User Agreement on file with the district may be granted permission to use the district technology by the superintendent or designee.
- B. Employee Users - No employee will be given "privileged" access to the district's technology resources before the district has a signed User Agreement on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.
- C. Board Member Users - Members of the school Board may be granted user privileges, including a mail address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.
- D. External Users - Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Coordinator, subject to completion of a User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

## Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications (email, instant messaging, etc.), all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

## Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

## Damages

- A. All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.
- B. The school district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct, or indirect, incidental, or consequential damages.



(including lost data, information, damage to media, etc.) sustained or incurred in connection with the use, operation, or inability to use the system.

### **General Rules and Responsibilities**

- A. Using another person's user ID and/or password for any reason is prohibited.
- B. Sharing one's user ID and/or password with any other person is prohibited.
- C. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
- D. Mass consumption of technology resources that inhibits use by others is prohibited.
- E. Unless authorized by the district, non-educational Internet usage is prohibited.
- F. Making School District computing resources available to individuals not affiliated with the Bloomfield RXIV School District without approval of the administration and/or technology director is prohibited. This includes but is not limited to; wireless access points, direct connections of foreign equipment to the district's network and the sharing of district software.
- G. Using proxy servers or trying to bypass the District's Internet filtering in any way is prohibited.
- H. Changes to the computer's operating system in any way are prohibited. This includes but is not limited to changing an IP address, changing display settings and changing any other computer settings.
- I. Connecting any non-district external device to the network such as a laptop, USB drive or router is prohibited.
- J. Use of district technology for soliciting, advertising, fundraising, and commercial purposes or for financial gain is prohibited, unless authorized by the district.
- K. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- M. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- N. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- O. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- P. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Q. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. Any other software must be approved by the district and installed by the district's technical staff. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- R. Users are prohibited from uninstalling any software off of the district's computers unless authorized by the administration or technology staff.
- S. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- T. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- U. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Coordinator, or designee.

- A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- C. The unauthorized copying of system files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.
- G. Accessing Proxy servers for any reason without permission from the Technology Coordinator is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the technology coordinator is prohibited.

#### **Online Safety - Disclosure, Use, and Dissemination of Personal Information**

- A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- C. Student users shall not agree to meet with someone they have met online without parental approval.
- D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
- E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district. Examples of approved services would include gaggle email for the students and school gmail accounts for the staff.
- F. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- G. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- H. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.
- I. The Bloomfield R-XIV School District reserves the right to limit access to any materials designated by the administrators and/or Technology Coordinator.

#### **Electronic Mail**

- A. A user is responsible for all email originating from the user's ID or password.
- B. Forgery or attempted forgery of email messages is prohibited.
- C. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- D. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

#### **Exceptions**

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy. i.e. Each spring the servers are cleared of data so that they will have storage for the coming year.

#### **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Coordinator and the building

principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

### **Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Bloomfield-R XIV School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

### **Violations and Discipline**

Discipline will be applied according to the severity of the offense. Administration shall judge the violation and authorize discipline accordingly. Disciplinary actions taken shall include, but are not limited to the following.

- A. Each violation of the AUP will have a written report of the incident submitted to the building administration explaining the violation.
- B. The offender shall have a conference with the building administrator.
- C. The parent(s)/guardian(s) of the student will be notified of the offense and the discipline to be carried out.
- D. Detention of a set number of days shall be assigned according to the severity of the offense.
- E. Internet and/or network connectivity shall be removed for a set number of days.
- F. Computer access shall be suspended or revoked.
- G. Local and/or state authorities will be contacted and shall be given a report of the incident.
- H. Employee disciplinary action shall be taken up to and including dismissal.

**BOARD MEMBERS**

Brad Warner, President  
 Cecil Haley, Vice President  
 Justin Bell, Secretary  
 Bill Robison, Treasurer  
 David Clary, Member  
 Ryan Mayo, Member  
 Brooke Smith, Member

**Bloomfield R-XIV School District**

**505 Court Street  
 Bloomfield, MO 63825  
 (573)568-4564  
 Fax (573)568-4565**

**ADMINISTRATION**

Toni Hill, Superintendent  
 Sabrina Skaggs, Elem. Principal  
 Casey Karnes, M.S. Principal  
 Jason Karnes, H.S. Principal  
 Sarah Upchurch, Bookkeeper  
 Lina Gibbs, Supt. Secretary  
 Kyle Keith, Athletic Director

Dear Parents / Guardians,

We want you to be aware that the Bloomfield R-14 School District has made many preparations to deal effectively with emergency situations that could occur in or around the school during the day and after-school activities. While we hope a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend on you to support our emergency response efforts. Your cooperation is vital to help us protect the safety and welfare of everyone at school. Therefore, we ask you to observe the following procedures:

- Do not telephone the school. We understand and respect your concern, but it is essential the telephone system is available for emergency communications.
- Be sure we have emergency contact information for your child at all times. We must be able to contact you or your designated representative in an emergency. Notify us any time this information changes.
- Tune your FM radio to KDEX 102.3 or KKLR 94.5 or television to KFVS12 for emergency announcements and status reports. You will also receive instructions on where / how / when you should pick up your children. Our school emergency plan includes evacuation procedures with a number of alternative destinations. Under those circumstances, we will be prepared to implement procedures confirming the identity of individuals who arrive to pick up each child. Please bring a current ID with your picture, such as your driver's license.
- Please do not come to school until instructed to do so. It may be necessary to keep the streets and parking lots clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins listed above.
- Talk to your child and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
- Parents and other adults must stay calm and focused during an emergency, mindful their actions and comments will be the example that determines the children's response.
- Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time as we determine necessary changes.
- When your child is at home following an emergency, closely monitor whether he/she should hear or see additional news broadcasts about the event. Have an emergency plan at home. Decide on a telephone number to call outside our community or a place to meet if separated. Keep an emergency supplies kit containing drinking water, non perishable food, batteries, flashlight, radio, medication, toothbrushes, etc. More information about a home emergency plan is available on our website <http://www.bps14.org>

We are proud to have a safe school and, with your help, will continue to do everything possible to keep it that way. If you have any questions about this letter or our safety procedures, please feel free to contact us.

Mrs. Toni Hill, Superintendent/Safety Coordinator

## A NOTE TO PARENTS AND SIGNATURE FORM

This handbook was designed to provide information about Bloomfield Middle School to both students and parents. It should be pointed out that this handbook does not cover all the possible incidents that will occur during the school year. By reading this document, parents and students will be familiar with what is expected of the students while attending classes and activities at Bloomfield Middle School.

Additionally, parents should be informed that our school, through computer linkage, subscribes to the Internet and Online services. These services have access to material that is less than desirable in all instances. The Board of Education has adopted a policy concerning student access to and use of these programs. (Refer to Board Policy Manual, EHA). Students who violate policies will be disciplined up to and including expulsion from school.

***Please check the appropriate boxes below and sign on the appropriate line and return on this page to the middle school office by Friday of the second week after school begins. Please have at least one parent or guardian sign as well as the student.***

### **I. STUDENT GUIDELINES:**

☐ My student has received and has read the Bloomfield Middle School Handbook and understand the Student Guidelines.

### **II. DISCIPLINE POLICY: (CHOOSE 1 OPTION)**

☐ My student and I have read and understand the Discipline Policy, and accept the consequences entailed for the choices my student made **including Corporal Punishment (SWATS).**

☐ My student and I have read and understand the Discipline Policy, and accept the consequences entailed for the choices my student made **excluding Corporal Punishment.** ***By choosing this option, you (the parent or guardian) understand that your child will be sent home the day of the incident and issued a minimum of 1 day Out-of-School suspension.***

### **III. USER AGREEMENT:**

☐ My student has read the Acceptable User Agreement, and is familiar with the policy.

### **TRAVEL AGREEMENT:**

☐ My student has permission to ride school transportation to any/all away athletic contests **when** the school provides transportation. ***By choosing this option, you (the parent or guardian) must make all arrangements before or after school hours, for timely drop-off/pick-up of your child. You also understand that your child must act in accordance with the student code of conduct during the trip's entirety.***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date