

STUDENT HANDBOOK
ROCK BRIDGE HIGH SCHOOL



2021 – 2022

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Welcome to Rock Bridge High School!

OUR HISTORY

With an enrollment of 580 students, Rock Bridge High School opened in 1973 on forty acres of farmland south of Columbia. The new school boasted an innovative approach to education with open spaces and flexible walls. The architectural plan, which received national attention for school design, is a metaphor for the philosophy of the school. The hallways speak at once of responsibility and freedom. Numerous skylights suggest a curriculum without a “ceiling,” while masonry floors provide a solid foundation upon which students can build their futures.

Over the past 39 years, Rock Bridge has developed strong traditions of achievement in academics, athletics and the arts, and has been honored at the local, state, and national levels. In 1987 the U.S. Department of Education named Rock Bridge Senior High School one of the Nation’s Outstanding Secondary Schools, and in 1998 the Missouri Department of Elementary and Secondary Education selected Rock Bridge as a Gold Star School. In 2008, Rock Bridge was recognized as one of the nation’s top high schools by Newsweek. In 2008 and 2009, U.S. News and World Report named RBHS a Silver Medal School. In 2017, AdvancED, a world-wide accreditation organization, recommended Rock Bridge High School to receive full accreditation for the next five years.

Parent and community involvement has been a part of Rock Bridge since its opening in 1973. The PTSA and athletic and music booster clubs have provided exemplary support in the areas of technology, athletic facilities, and the arts. The business partnerships with State Farm Insurance has served as an example of how businesses and schools can cooperate to better serve students and the community.

The commitment of Rock Bridge High School to a personalized, student-centered learning environment remains as strong today as in 1973. Rock Bridge Senior High School is proud of its many achievements during the past 39 years and looks forward to continuing its tradition of excellence.

WHO WE ARE

Rock Bridge is a student-centered comprehensive high school where students achieve at high levels. The unique culture at Rock Bridge features a commitment to shared decision-making, collaboration, and a focus on student learning. We offer an extensive, comprehensive curriculum, balancing a strong core-curriculum and a wide range of elective options, each including Advanced Placement offerings. Our passionate staff regularly engages in interdisciplinary and content specific collaboration through Shared Planning and Professional Learning Teams. Our commitment to student learning and professional growth is unmatched.

OUR VISION

Rock Bridge High School is a community in which students and staff inspire each other to become lifelong learners. This innovative community, founded upon the ideal of freedom with responsibility, will provide opportunities to help each student develop the skills necessary to be a contributing citizen of an ever-changing world. Students and staff will work together to create, serve and achieve at the highest levels.

A Message from the Principal

Rock Bridge High School is a tremendous place for students to grow and learn. I am convinced we have the best students and staff in the state.

Let me introduce our 2021-22 administrative team: Dr. Darlene Grant, Students A, S-Z; Ms. Mary Grupe, Students B-F; Mr. Jacob Adams, Students G-L; Dr. Lisa Nieuwenhuizen, Students M-R; Mr. Michael McGinty, Activities and Athletics, and Mrs. Rachel Reed, Director of Counseling. The administrative staff is dedicated to ensuring a safe and effective learning environment, as well as success for all students.

Rock Bridge has grown into one of the largest high schools in the state and with growth comes expanded learning opportunities for students. These opportunities come with high expectations. The students at Rock Bridge continue to meet and exceed those expectations with the help of staff and community.

Rock Bridge has a fantastic faculty which believes in the importance of building positive and trusting relationships that contribute to academic success, both here and in post-secondary pursuits. Our faculty prides itself in ongoing professional growth and collaboration which helps to enrich our classroom instruction and assessment of student learning. It is our school's commitment to growth, relationships and collaboration that give me the confidence to say that we will successfully navigate the new path of instruction that lay ahead. We know there will be challenges, but we will remain focused on our purpose of providing the best possible education for ALL our students.

It is a great time to be a Bruin and a future leader in the many opportunities afforded to you. Please know my door is always open and I look forward to meeting you and being a part of your high school experience.

GO BRUINS!!

Mr. Jacob Sirna

ROCK BRIDGE HIGH SCHOOL SONG

**Hail to the Rock Bridge Bruins!
Our team is brave and bold!
Hail to our stalwart heroes,
Under the green and gold.**

Go, Rock Bridge!

**Proudly we pledge allegiance,
Loyal we'll ever be.**

**Faithful sons of Rock Bridge High,
Fighting for victory.**

**Rock Bridge high!
Rock Bridge low!
Rock Bridge rocks!
Wherever they go!**

Rock, Rock, Bridge, Bridge!

RBHS ADMINISTRATIVE STAFF

RBHS PHONE NUMBERS

Jacob Sirna	Principal	Main Office/Principal	214-3100
Dr. Darlene Grant	Assistant Principal, Students A, S-Z	AP/Attendance Secretary (A,S-Z)	214-3169
Mary Grupe	Assistant Principal, Students B-F	AP/Attendance Secretary (B-F)	214-3129
Jacob Adams	Assistant Principal, Students G-L	AP/Attendance Secretary (G-L)	214-3102
Dr. Lisa Nieuwenhuizen	Assistant Principal, Students M-R	AP/Attendance Secretary (M-R)	214-3103
Rachel Reed	Director of Counseling-AVID Students	Counseling Department	214-3111
Carrie McKee	Students A, T - Z	Registrar	214-3112
Dr. Jordan Alexander	A + Coordinator, and students B - C		
Dr. Douglas Stansberry	Students D – F, H	Nurses Office	214-3117
Gretchen Cleppe	Students G, I - L	Home School Communicator	214-3116
Amelia Howser	Students M - P	Media Center/Library	214-3115
Leslie Kersha	Students Q - S	Activities Office Secretary	214-3110
Lesley Thalhuber	Outreach Counselor		
Melissa Coil	Student Support Coordinator		
Tammy Adkins	Nurse		
Danielle Lamm	Nurse		

COVID-19 STATEMENT

Due to the ongoing COVID-19 pandemic, many of the practices, traditions, routines and procedures at Rock Bridge High School have been and will be adjusted to match our response. Please note that many of the operational changes in effect for the 21-22 school year are not reflected in your handbook.

BUILDING HOURS

The building will be open at 8:00 a.m. The Commons and the Media Center will be open Monday through Thursday until 4:30 p.m. Students should leave the building by 4:30 p.m. unless they are working with a teacher or in a supervised school-sponsored activity.

REGULAR DAY BELL SCHEDULE

1st Block 8:55 am -10:30 am		
A Lunch 10:30 -11:01	2nd Block Class 10:37 -11:20	2nd Block Class 10:37-12:12
2nd Block Class 11:08 -12:43	B Lunch 11:20-11:51	
	2nd Block Class 11:53-12:43	C Lunch 12:12 -12:43
3rd Block 12:50 pm -2:25 pm		
4th Block 2:32 pm-4:05 pm		

ASSEMBLY BELL SCHEDULE

Assembly 8:55 am-10:10 am		
1st Block 10:16 am -11:31 am		
A Lunch 11:31 -12:02	2nd Block Class 11:31 -12:15	2nd Block Class 11:37-12:52
2nd Block Class 12:08 -1:23	B Lunch 12:15-12:40	
	2nd Block Class 12:42-1:23	C Lunch 12:42 -1:23
3rd Block 1:29 pm -2:44 pm		
4th Block 2:50 pm-4:05 pm		

LATE START BELL SCHEDULE

1st Block 10:55 am -12:00 pm		
A Lunch 12:00-12:28	2nd Block Class 12:07-12:37	2nd Block Class 12:07-1:15
2nd Block Class 12:35-1:43	B Lunch 12:37-1:05	
	2nd Block Class 1:10-1:43	C Lunch 1:15-1:43
3rd Block 1:50 pm -2:55 pm		
4th Block 3:02 pm-4:05 pm		

EARLY RELEASE BELL SCHEDULE

1st Block 8:55 am -9:55 am
2nd Block 10:00 am -11:00 am
3rd Block 11:05 am -12:05 pm
4th Block 12:10 pm-1:10 pm
Lunch 1:10 pm-1:35 pm

LUNCH BREAK

Students eat in three shifts. "A" lunch is from 10:30 a.m. to 11:01 a.m., "B" lunch is from 11:20 a.m. to 11:51 a.m. and "C" lunch is from 12:12 p.m. to 12:43 p.m., Monday - Friday. Hot lunches are available at the prices posted in the serving area. Because of time and safety factors, freshman and sophomore students must eat on campus. It is recommended that junior and senior students eat lunch at school as well and not leave the campus during their lunch period, especially during inclement weather. Students are responsible for disposing of their trays and leaving the area clean and neat. To minimize disruptions to classes still in session, students should eat in the cafeteria and adjacent common areas only.

Students are not to be in the parking lot during their lunch periods unless they are leaving or arriving. Students are expected to return to class on time, whether leaving for lunch or remaining at school. Students who leave for lunch and are tardy or absent from afternoon classes due to illness, accidents, car trouble or running errands, etc. will be considered truant.

DISTRICT CALENDAR



Columbia
PUBLIC SCHOOLS

2021-2022 AB School Year Calendar

Approved by Board June 8, 2020

First Day of Classes..... August 24
First Day of Kindergarten/PreK..... August 26
Last Day of Classes..... June 6

First Day of Summer School 2021..... June 7
Last Day of Summer School 2021..... July 1

Semester 1 Begins August 24
Semester 2 Begins January 4

B Days are Highlighted in Light Blue

B

<p>August '21</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>September '21</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>October '21</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
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<p>Dates School NOT in Session</p> <p>Legal Holidays.....Nov. 25, Dec. 24, Feb. 21, July 4 Labor Day.....September 6 Thanksgiving Vacation.....November 24 - 26 Winter Recess.....December 22 - December 31 Martin Luther King's Birthday.....January 17 Presidents' Day.....February 21 Spring Recess.....March 28 - April 1 Memorial Day.....May 30</p> <p>Snow days are built into the calendar (May 27 - June 6). If the district uses fewer than 36 hours of inclement weather during the year, the unused days will be removed from the end of the school year.</p>	<p>Key</p> <p>Opening Day of School</p> <p>Closing Day of School</p> <p>Jump Start Day (Grades 6 & 9)</p> <p>First Day of Kindergarten/PreK</p> <p>School Not in Session</p> <p>Teacher Paid Holiday - School Not in Session</p> <p>Teacher Work Day - School Not in Session</p> <p>Snow Day on Calendar</p> <p>Classes Dismissed 2 ½ Hours Before Normal Dismissal Times for Staff Planning and PD</p> <p>Graduation Dates</p> <p>DHS.....5/20.....AM BHS.....5/20.....PM RBHS.....5/21.....AM HHS.....5/21.....PM</p> <p>November 12 and March 4 are Parent/Teacher Conference Days in Elementary and Middle Schools</p>
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DAILY PROCEDURES AND PROCESSES

CONTACTING STUDENTS DURING THE DAY

Students may not be able to use their personal phones during class times. Parents who need to reach their children are welcome to call the school at 573-214-3100. Phones are available in the Main Office for student use.

STUDENT ATTENDANCE

The Rock Bridge High School Attendance Office has an automated voice mail system that operates seven days a week, 24 hour a day. Parents/guardians should call 214-3100 to report absences. Regular school attendance and punctuality is essential for success in school. Students with attendance issues are subject to disciplinary consequences.

ABSENCE CLASSIFICATION

The district policy allows schools to accept, as excused absences, up to 7 absences with parent approval per year. The reasons for absences may include any combination of illness, pre-arranged family vacations, religious observations, college visits, etc. Any absence verified with a physician's excuse from school, appointment card or court papers will not count in the 7-day total. Absences in excess of seven days will be considered unexcused or truant, unless otherwise approved in advance by a principal. Students with excessive absences may receive disciplinary consequences and jeopardize their ability to earn credit. Credit may be reduced/not awarded for work on truant days. Each time a student is absent from school, it is the responsibility of the school administration to determine the absence classification. Student absences may only be excused for reasons consistent with the district policy. Other absences may be classified as unexcused or truant as stated in the district policy.

- Parental contact must be made within 48 hours following an absence, otherwise the student shall be considered truant and disciplinary consequences will apply.
- Students who leave school during the school day without signing out with prior parental consent provided to school staff will be considered truant and disciplinary consequences will apply.
- Parents cannot excuse students from one class to make up or complete work for another class.
- Oversleeping and using transportation other than provided by the school district is not an excuse for being tardy or absent. These absences will be marked truant. Disciplinary consequences will apply.
- Medical and Dental appointments – Students should bring to school verification that they did have an appointment (date and time). It will remain unexcused until a note is brought to the attendance office.
- When a student has scheduled absences, e.g. field trips, sports, vacation, etc. it is the student's responsibility to work with his/her teachers and pre-arrange when assignments are due.
- **Excused Absence** - an excused absence is one considered unavoidable for illness, death in the immediate family, unavoidable appointments, required religious observations, required court appearances, or other extenuating circumstances explained to the satisfaction of the assistant principal. All excused absences require the appropriate documentation in order to be considered excused.
- **Parent Excused Absence** - parents may excuse up to seven (7) absences per year. A student must have appropriate

- **Unexcused Absence** - an unexcused absence is one that does not have the proper documentation to be excused. All unexcused absences will be considered truanancies unless the absence is reported to the office by a parent within 48 hours.
- **Truancy** – An elective absence that has not been approved by the parent and/or school official. A disciplinary consequence for truancy will also be assigned. Credit for make-up work may be modified.

CHECKING OUT DURING THE SCHOOL DAY

Students are required to check in/out digitally at the security areas in the north and main commons.

In order to leave class to check out early, a parent or guardian must call the appropriate attendance secretary. Secretaries will then contact the teacher and the student via email and/or phone call to the classroom, if necessary.

TARDY PRACTICE AND LATE TO SCHOOL

A student absent without the consent of his/her parent is truant. Truancy will be cause for disciplinary action. You will be considered truant if you:

- Arrive more than ten (10) minutes late to class.
- Leave school without signing out of the building.
- Are absent from class without permission.
- Become ill and go home or stay in the school building instead of reporting to the nurse's office.

Addressing Tardies

Students should remain in class when they arrive late/tardy. Teachers will mark their attendance as follows:

- < 10 minutes = Tardy (T)
- >10 minutes = Absent (A)

Students will be assigned consequences after they are tardy 3 times in a 9-week period. Tardies start over after 9 -weeks.

BUILDING OPERATIONS AND PROCEDURES

ASSEMBLIES

At Rock Bridge High School, assemblies are an important aspect of the overall school experience. Assemblies are designed for student participation, to present information, recognize the achievements of students, and promote a sense of school spirit and community. During the assemblies, students are to adhere to the student behavior expectations outlined in this handbook.

BUS TRANSPORTATION

The Columbia School District provides transportation to and from school for all students in grades nine through twelve (9-12) who reside two (2) miles or more from their school of attendance.

Generally, bus stops will be established at locations which will require no student within the city limits or within an organized subdivision to walk more than two blocks and no other students to walk more than 1/4 mile. Dead-end streets or roads, or other unusual situations, may result in an exception to this rule. Exceptions will be determined by district personnel.

Parents of students ineligible for transportation per the above-referenced district policy may, on an individual basis, contract with Student Transportation Services of America for transportation service. This service will be provided if requested by parents, but only in those cases where the number of students and the routes of travel justify such an arrangement. Pay ridership will not be considered if it requires additional bus routes or a significant deviation to an existing route. The per-student cost of pay ridership for the year can be located by contacting Student Transportation Services of America. Questions regarding student transportation can be directed to Student Transportation Services of America, the district's contracted bus service provider by phoning 573-474-9473.

CAMPUS SECURITY AND VISITORS TO ROCK BRIDGE

The school's main office will be open from 7:30 a.m. until 4:30 p.m.

Rock Bridge operates on a buzz-in security system. This means the building will be completely locked down after 9:15 a.m. Any student or visitor to the building during this time period will need to be buzzed in. Students will report to the appropriate attendance secretary's office. All others will report to the main office to sign in and receive a visitor's badge.

LOST AND FOUND

Lost and found items will be in the Main Office reception area.

MEDIA CENTER/TECHNOLOGY SERVICES

The RBHS Media Center is a quiet area for academic study. We offer a collection of print and online resources for students, faculty, and staff use. We distribute and manage library books, textbooks and literature sets to support classroom instruction. We also provide technology and research guidance.

The Media Center is open Monday through Friday 8:00a.m - 4:30p.m. Most items may be checked out for a 2-week period. Literature sets are checked out for a 5-week period. Overdue notices are sent

through student email to students weekly. Students with overdue, lost, or damaged materials including literature set books and calculators will not be allowed to check out any additional materials (except textbooks) until those items are returned or remunerated.

The Media Center provides a variety of ways to access information including an online library catalog for print and eBooks, numerous online databases, and internet access. Online databases and other electronic resources can be accessed through the RBHS webpage <http://www.cpsk12.org/rbhs>. Additional media center services include a copy machine/printer, audio-visual rooms, graphing calculators, laptops, iPads, digital video editing, three media bays, a conference room, and a leisure reading area.

It is important to keep in mind while there are many spaces at Rock Bridge for socializing, the Media Center is a place for reading, study, and purposeful learning. Our students deserve a space where they can read and reflect. Students are expected to maintain a quiet, academic atmosphere while using the Media Center which includes refraining from talking on cell phones while in this area. Printing is for class assignments only.

All students are provided network and email access and are expected to follow the Columbia Public Schools Acceptable Use Policy (AUP) guidelines for technology use. It is each student's responsibility to be familiar with and abide by these guidelines. Students must have signed Computer Use Agreement on file before using computers.

PARKING AND PERSONAL VEHICLES

Parking on RBHS parking lots is available to students who are licensed drivers and in good standing. Students who have properly registered their vehicle(s) and purchased a parking permit hang tag, may park on a first-come, first-serve basis in the NORTH LOT and the BASEBALL PARKING LOTS. Registration fees are used for safety and security purposes. Failure to register and display a hangtag on a vehicle may result in the vehicle being restricted from school grounds, detention, city municipal parking ticket and/or towing at the owner's expense. (Columbia City Ordinance 14.551).

- Displaying a forged/counterfeit parking tag will result in disciplinary action and loss of parking privilege.
- Vehicles parked on school district property may be subject to search by school officials with reasonable suspicion as justification.
- Students who do not have their hangtag with them must contact the parking lot attendant upon arrival at school and obtain a temporary hangtag.
- Parking in a space reserved for visitors, faculty, fire lane, handicap, yellow curb, front circle drive, and/or a non-designated parking space will result in a loss of parking privileges, issuance of a Columbia Municipal parking ticket, and towing of the vehicle at owner's expense.
- Operating a vehicle in a reckless and careless manner will result in the loss of parking privileges.
- Violation of the BELOW MAY result in TOWING of vehicle at owner's expense.
 - Any suspension related to drug or alcohol use, possession, or sale;
 - continued loud music on the lot;
 - not displaying hangtag on mirror;
 - any dangerous driving on the lot;

- parking in yellow &/or red zone, parking in circle drive, visitor parking, faculty parking, &/or non-designated parking location.
- A third suspension for any reason; &/or earning three or more parking tickets may result in loss of parking privileges.
- Students with 12 or more absent days per semester are subject to loss of their parking spot
- Vehicle accidents in RBHS parking lots are to be reported to the office and the school resource officer.
- Loitering outside a vehicle on the parking lots during AUT, before and after school, during lunch, and between classes is prohibited.
- Students are to enter and exit vehicles and report to their assigned locations immediately.
- Loitering on the parking lots is a disciplinary infraction and consequences will apply.

STUDENT LOCKERS

Students will have the option of checking out a locker. Those who choose to check out a locker will be required to have a locker partner of the same gender and grade level. After schedule pickup days, students will be able to checkout a locker in the guidance office.

Locker Expectations

- Students should refrain from putting decorations, stickers, or posters on the outside or inside of your lockers. This is to protect the lockers from materials that will cause the paint to be damaged.
- ONLY SCHOOL LOCKS may be used on school lockers. Any non-school lock will be removed or cut-off. Do not put your lock on another locker. A lost lock charge of \$5.00 will be assessed for all lost locks.
- Students may not switch lockers with another student unless they have permission from the office.
- If you find a lost lock, please turn it into the office. If you lose your lock please report it to the office immediately.

REMEMBER: Lockers are school property and can be accessed by school officials when necessary

STUDENT IDENTIFICATION (ID)

The school provides identification badges for each student. ID's will be required for ALL school privileges, especially to leave campus during lunch.

ACADEMIC ACCOUNTABILITY & EXPECTATIONS

A+ SCHOOLS PROGRAM

RBHS is a part of the A + Schools Program. The goals of the A + Schools Program are that all students will: (1) Graduate from high school; (2) Complete a selection of high school studies that is challenging and has identified learning expectations, and; (3) Proceed from high school graduation to a college or a postsecondary vocational/technical school or a high-wage job with skill development opportunities.

Students who would like to enroll in the A+ program should talk with their counselors. Applications are available in the Counseling Office or can be downloaded from the RBHS webpage. Participation in the A+ Schools Program may qualify students to receive an A + financial incentive: Reimbursement of the cost of fees and tuition at any Missouri public two-year community college, or vocational/technical school. (*Amount and availability of funds distributed to qualified students each year may change as it is contingent upon annual program funding levels as determined by the State Legislature).

To qualify for an A + financial incentive, a student must: (1) Complete a written A +Schools Agreement Application; (2) Attend an A + designated school for three consecutive years prior to graduation; (3) Graduate with at least a 2.5 GPA for the four years of high school (cumulative average); (4) Have at least a 95% attendance rate for the four years of high school (cumulative average); (5) Perform 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing as arranged by the A+ Coordinator; (student must attend a mandatory tutor training session); (6) Maintain good citizenship and avoid the unlawful use of drugs and alcohol; and (7) Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra 1 end-of-course exam.

The A+ Schools Program's student financial incentive** will be available for up to 48 months of attendance during the four-year period after graduation from high school. To access the funds, qualified participants must: (1) Attend a Missouri community college or post-secondary vocational/technical school on a full-time basis and maintain a GPA of 2.5 or higher; (2) Submit a Free Application for Financial Student Aid (FAFSA) form prior to enrollment, and; (3) Have registered for Selective Service (male U.S. citizen over age 18).

** Eligibility expires when the earliest of the following occurs: (1) 48 months after completion of high school coursework as documented by the graduation date on your high school transcript; (2) Receipt of an associate's degree; or (3) Completion of 105% of the hours required for the program in which you are currently enrolled.

ALTERNATIVE METHODS OF INSTRUCTION

If school is closed due to exceptional or emergency circumstances the district has an approved alternative methods of instruction (AMI) plan and may choose to implement AMI. Columbia Public Schools will notify students and parents on each day of the closure whether the AMI plan is to be implemented for that day. Notification will be made via text, Parentlink, the school district website, and email. If the plan is to be implemented on any day of the closure, the district shall ensure that each student receives assignments for that day in hard copy form or receives instruction through virtual learning or another method of instruction. The District will ensure that all AMI provided to students with

disabilities is adapted or modified as necessary to meet student needs. Any assignments or other work assigned on an AMI day must be completed and turned in, otherwise the student will be counted absent for the day. Some AMI may involve activities requiring a reliable internet connection. Internet access will be provided to any family without a reliable internet connection who needs it to complete work during the implementation of AMI. More information about Columbia Public Schools Wireless at Home program is available at the following website: <https://www.cpsk12.org/Page/15223>

COURSE AUDIT

In some cases, students may wish to re-take a course to have a firmer foundation of understanding even though they have earned credit in the original class. In this instance, a course audit agreement will be made between the student and teacher. All students who are auditing will not receive a grade or credit for the course, but they are expected to participate fully in discussions, assignments, and assessments.

COURSE WITHDRAWAL

In cases where students are struggling in a course, the first step will be to provide additional supports to help the student be successful making withdrawal unnecessary. However, when a student and parent/guardian feel it is necessary to make a change, the following applies:

- Students may withdraw from a course through the week following the first Interim Progress Report each semester without the course appearing on the transcript.
- Students withdrawing from a course after the deadline each semester will be assigned to a study hall. In most cases, a notation of “WF” for withdraw/fail will be recorded on the transcript and factored into the student’s grade point average.
- Parent/guardian permission must be obtained before a student may request to withdraw from any course.
- Students involved in MSHSAA-regulated activities must obtain a signature from the Assistant Principal of Activities/Athletics before dropping a class to ensure eligibility is maintained.

EARLY GRADUATION

Students who will complete all their graduation requirements prior to second semester of their senior year may apply for early graduation. Students must obtain signatures from their parent/guardian and the school principal. Early graduates may elect to participate in the graduation ceremony and other senior activities but may not qualify for some scholarships. Applications are available in the Guidance Office.

HIGH SCHOOL TRANSCRIPT RELEASE FORM

Students applying for scholarships, completing college applications or seeking employment or participation in special programs may require an official high school transcript. To obtain a certified transcript, students must complete a transcript release form, found on the RBHS website or in the guidance office. Students who are younger than age 18 must have a parent signature on file for distribution of the transcript to outside entities. Each transcript costs \$2 for postage and handling.

HOME ACCESS

Parents/Guardians who wish to have access to their students' grades and attendance by registering for a login and password to the district's Families Portal website should contact the Rock Bridge Guidance Office. Parents should then use their login and password on the following website:
<https://launchpad.classlink.com/cpsfamilies>.

INTERIM PROGRESS REPORTS (IPR) AND GRADE CARDS

Progress reports are distributed to students during the school day to share with their families three times each semester. Semester grades are mailed to the student's home and will indicate the credit earned during that semester, cumulative credits, semester grade point average and cumulative grade point average.

Semester 1	Grades Submitted	Grades Available
IPR #1	September 14	September 16
IPR #2	October 19	October 21
IPR #3	November 16	November 18
Grade Card	January 5	January 7

Semester 2	Grades Submitted	Grades Available
IPR #1	February 8	February 10
IPR #2	March 15	March 17
IPR #3	April 26	April 28
Grade Card	TBD	TBD

PART TIME ATTENDANCE

Students wishing to be part-time must complete an application process. The request must be based on a plan to graduate in no more than four (4) years. 9th and 10th grade students participating in MSHSAA-sanctioned events must pass a minimum of 3.0 credits in the previous semester and be enrolled in the same number of classes in the current semester. 11th and 12th grade students must pass a minimum of 3.25 credits in the previous semester and be enrolled in the same number of classes in the current semester. Specific questions should be directed to the activities office or the student's counselor.

POST-SECONDARY PLANNING

School counselors work closely with students and their families in helping to develop a plan of study that meets the students' post-secondary goals. Through one-on-one consultation and classroom presentations, students will explore their options for after high school, including four and two-year colleges, technical training, military enlistment and employment. Once a goal has been set, counselors will help students to do all the preparation necessary to be successful in reaching their post-secondary goals.

SCHEDULE CHANGES

Schedules are developed based on course requests submitted in the spring. Every effort is made to provide students with a schedule that includes their first choices. Rock Bridge High School cannot honor requests for specific teachers or courses at a particular block.

We hire and assign staff to teach courses students request. Class sections are created, reasonable class size limits are set, and textbook/supplies are ordered based on student registration counts. Schedule changes after the master schedule is finalized in the spring can result in imbalances and weaker educational experiences.

Students should be aware of the following guidelines regarding adding or dropping classes:

- All schedule corrections will be completed before all other requests are reviewed.
- No changes will be made again until the student has completed an A and B day.
- The counselors will begin reviewing requests for schedule changes the third day of school.

Note: Exceptions to any of these guidelines require the approval of the counseling director and administration.

SCHOLARSHIPS

Many types of grants and scholarships are available to students. In addition, most colleges and universities offer their own scholarships based upon high school achievement. Some scholarships may be available based on competitive examinations. The National Merit is an example of this type scholarship. Other scholarships may be granted to students who possess special skills, such as athletic or musical ability. In the spring, seniors are advised about Community Scholarships and the application process. Students should consult with their counselor regarding scholarships, as well as the Rock Bridge web site: <http://www.cpsk12.org/domain/5783>

STUDENT SUPPORT

ALTERNATING UNASSIGNED TIME (AUT)

Rock Bridge High School offers an unassigned time program as an alternative to the traditional study hall. Its purpose is to allow sophomore, junior and senior students flexibility in structuring their non-class time and to establish an environment of trust and respect in which students can learn time management. During AUT, students may move about the building to access math and literature tutoring, computers, Media Center resources, counseling, cafeteria services, etc. Students are restricted to campus unless they have a parental permission form on file and sign out before leaving the building.

AVID

Students are selected for this program based upon a rigorous interview process, their commitment to taking Advanced Placement and honors courses and willingness to dedicate themselves to two hours of study time each day. AVID offers study skills instruction, peer and adult tutoring, college exploration and other college-readiness activities.

CREDIT RECOVERY COURSES

Students who need to recover credit may be recommended for online credit recovery or for Summer School to assist in meeting graduation requirements. Guidance counselors, students, assistant principals and parents/guardians will meet to discuss the options.

FRESHMAN ADVISORY AND ACADEMIC RESOURCE CENTER (ARC)

An alternating block for ninth grade students, Advisory is a mandatory class that will serve two purposes: to help students transition to Rock Bridge High School smoothly and to provide dedicated study time. Think of this as a year-long orientation to high school. 10th, 11th, and 12th grade students needing additional study time may elect to take Academic Resource Center (ARC).

GIFTED/EEE PROGRAM

A teacher certified in gifted education provides additional support for students who have been identified as gifted in accordance with state guidelines. This teacher provides enrichment opportunities, independent study options, and academic supports that are tailored for students in the EEE program.

MULTICULTURAL ACHIEVEMENT COMMITTEE (MAC) SCHOLARS

The Multicultural Achievement Committee (MAC) Scholars promotes academic involvement and achievement among minority students. Students have access to the MAC Scholars Resource for small group work and a quiet study space.

STUDENT CONDUCT & DISCIPLINE

PHILOSOPHY

The classroom is the most critical area of an educational institution. Teachers will insist that student behavior and attitude in the classroom reflect the importance of learning and respect. Students are expected to: (1) arrive on time, (2) be prepared with necessary materials, (3) be respectful and attentive to the task at hand, and (4) demonstrate care and consideration for school property and the property of others. Each teacher will establish classroom rules and procedures, and students are expected to observe these rules and to respond promptly to the direction of the teacher.

WHEN SCHOOL RULES APPLY

The list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive, illegal or inconsiderate of others.

Specific consequences will be assigned by the school administration. Rules always apply while students are:

- on or off campus and/or in proximity to campus
- on school-sponsored field trips
- on school buses, at school bus stops, and while traveling to or from school
- at school-sponsored events and activities
- at any other time and place that their conduct may affect the safety or well-being of other students or staff
- Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action to address student misconduct away from school or during a school activity.

EXPECTATIONS

Rock Bridge follows district student disciplinary guidelines in the district handbook for secondary schools (<https://www.cpsk12.org/Page/6407>) for specific information regarding student responsibilities and consequences for inappropriate student behavior. You can also find this information located in the RBHS Handbook.

The classroom is certainly the most critical area of an educational institution, and we ask that students' behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that students:

- arrive to class on time
- are prepared for class, with all materials necessary for class that day
- are attentive to the task at hand until dismissed by the teacher
- show respect and consideration for others
- demonstrate care and consideration for school property and property of others

Each teacher can establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of their teachers.

The Assistant Principals will determine consequences for inappropriate behavior and parents will be informed of the disciplinary consequence by phone, email, or letter. Students who participate in extracurricular activities may face consequences in addition to school disciplinary action if their conduct violates the extracurricular Code of Behavior. Students must maintain a satisfactory discipline, attendance and academic record to keep privileges.

Discipline is administered based on the facts and circumstances of each individual case. The chart lists guidelines from which each consequence is assigned. For a complete listing, please consult the district section of this handbook.

STANDARDS OF DRESS

The RBHS dress code is currently undergoing a revision for the 2021-2022 school year to be more inclusive of all students. Dress and grooming are considered matters of individual taste. The primary responsibility of dress for school is left to students and parents. The RBHS administration reserves the right to limit specific dress that is disruptive, distracting, unsafe or inappropriate for the school environment.

BULLYING

General Information

In order to promote a safe learning environment for all students, the Columbia School District prohibits all forms of bullying, hazing and student intimidation on school property, at any school function, or on any school bus. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district also prohibits reprisal or retaliation against any person who reports any act of bullying among or against students.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of bullying or hazing or plan, direct, encourage, assist, engage or participate in any activity that involves bullying or hazing.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least one other professional employee (teacher level or above) in the building who is authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The list of district building principals and designees authorized to receive reports of bullying shall be kept on file at central office, along with a copy of this policy.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The districtwide antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

District employees are required to report any instance of bullying or hazing of which the employee has firsthand knowledge to the building principal or authorized designee. District employees who witness an incident of bullying or hazing are required to report the incident to the building principal or authorized designee within two school days of the employee witnessing the event, unless the principal or authorized designee are the subject of the report. In that case, the report should be made directly to the district's compliance officer as designated in Board policy AC.

Students who have been subjected to bullying or hazing, or who have witnessed or have knowledge of bullying or hazing, are encouraged to report such incidents to a school employee within two school days. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If a verbal report of bullying is made, the reporter will be asked to submit a written bullying complaint form to the building principal or designee. If the reporter refuses or is unable to submit a written complaint form, the building principal or designee will summarize the verbal complaint in writing using a written complaint form. Bullying complaint forms will be made available in all building principals' offices, in all guidance/counseling offices, at central office and on the district website.

If a bullying or hazing incident involves students from more than one district building, the report should be made to the principal or authorized designee of either building. The building designees shall determine which building will investigate and shall communicate across the buildings involved during the investigation, as appropriate.

Upon receipt of a report of bullying or hazing, the building principal or authorized designee shall notify the victim student's parents/guardians of the reported incident(s) within two school days of the principal's or designee's receipt of the report, unless the principal or designee is specifically directed by law enforcement and/or the Children's Division (CD) of the Department of Social Services not to do so.

Consequences

Students who participate in bullying or hazing or who retaliate against anyone who reports bullying or hazing will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include but is not limited to suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who volunteer.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at activities or technology resources. The district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing is not acceptable and is a violation of this policy, even when all students are willing participants.

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

Investigation

Within two school days of receiving a report of bullying or hazing, the principal or designee will initiate an investigation of the incident. If at any time during the investigation the principal or designee determines that the bullying or hazing involves illegal discrimination, harassment or retaliation as described in policy AC, the principal/designee will report the incident to the compliance officer for investigation pursuant to policy AC. Such referral to the district compliance officer does not relieve the building principal/designee of the requirement to complete a bullying investigation under this policy.

The investigation shall be completed within ten school days of the date the report of bullying or hazing was received, unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or hazing occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the incident and report as provided by district procedures. All reports will be kept confidential in accordance with state and federal law.

Retaliation

The district prohibits retaliation against any person who files a complaint of bullying, hazing, cyberbullying or retaliation, and further prohibits retaliation against any person who testifies, assists or otherwise participates in any investigation, proceeding or hearing relating to such bullying, hazing, cyberbullying or retaliation. The district will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any such person.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks.

DISCIPLINARY CONSEQUENCES

General Information: Violations of school policies may result in a variety of disciplinary consequences. When a student is assigned a lunch detention, students will be expected to serve it on the day assigned. If there is a conflict, the student should discuss this with their administrator at the time of the detention being assigned. If a student chooses not to serve, a period will be assigned to ISS. If a student is dismissed from any detention for not meeting the expectations, the administrator will follow up with the student and a period of ISS will be assigned.

Lunch Detention: A student is required to attend Lunch Detention instead of their normal lunch routine for violation of minor infractions. Lunch detention is assigned daily from Monday-Friday during a student's assigned lunch shift. This is a 30-minute time period in a location determined by school administrators. A student may be assigned multiple Lunch Detentions, depending on the infraction.

In School Suspension: Students assigned to In School Suspension are removed from their daily schedule for a time period determined by a school administrator. An administrator may assign one (1) to ten (10) days of in school suspension. Students will be supervised on campus in the in-school-suspension. Work will be provided to each student from his/her teachers during school hours.

ACE (Alternative Continuing Education): The ACE program is located at an alternative site for a student who is suspended out of school. This program allows students to continue coursework until the out of school suspension time has been completed.

Saturday Detention: Another disciplinary consequence used at RBHS is a Saturday detention. Students who receive a Saturday detention must report to Hickman High School on the date assigned. Students must arrive by 7:50 a.m. and bring sufficient schoolwork to do for the four-hour detention which ends at noon (12:00 pm).

AUT Detention: (for one or multiple blocks at a time): A student is removed from their daily schedule, but his/her work will be provided to him/her during school hours. An administrator may assign one (1), two (2) or three (3) Block Detentions for a student to serve. This is sometimes used as an intermediate alternative before giving a student a full day of In School Suspension. Students will be supervised on campus in the in-school-suspension room.

Loss of Privilege: There are many privileges for students who attend Rock Bridge High School. These privileges are earned through appropriate behavior, grades, and attendance. These privileges may increase as a student matures. When a student is issued a loss of privilege (LOP), he/she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards, and attendance at, and/or participation in, extracurricular activities.

Out of School Suspension: The primary purpose of suspension should be to temporarily remove the offender from the school community, assist in the rehabilitation of the offender, and to deter future disciplinary problems. Recognizing that we are working with individuals, all cases must be considered separately, and all factors weighed carefully. An administrator may assign one (1) to ten (10) days of out of school suspension. Students who are suspended from school are prohibited from attending school functions or being on school property during the time they are suspended. Instead, of attending RBHS during these days, students are assigned to the ACE program.