

# STUDENT HANDBOOK

## ROCK BRIDGE HIGH SCHOOL



2018 - 2019

# **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 2012, 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.

## **Rock Bridge High School Vision Statement**

*Rock Bridge High School will be 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 2018-19 administrative team: Dr. Lisa Nieuwenhuizen, Students A, M-R; Ms. Deborah Greene, Students B-F; Dr. Tim Baker, Students G-L; Dr. Darlene Grant, S-Z; Mr. David Egan, Activities and Athletics, and Mrs. Betsy Jones, 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. We have a variety of activities in which students can be involved outside the classroom and I encourage each student to find one or more that match or spark their interests.

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 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!!

Dr. Jennifer Rukstad

## RBHS ADMINISTRATIVE STAFF

Dr. Jennifer Rukstad	Principal
Dr. Lisa Nieuwenhuizen	Assistant Principal, Students M-R
Deborah Greene	Assistant Principal, Students B-F
Dr. Tim Baker	Assistant Principal, Students G-L
Dr. Darlene Grant	Assistant Principal, Students A, S-Z
Betsy Jones	Director of Counseling
Jackie Collins	A, O - R
Dr. Jordan Alexander	Students D, W - Z
Dr. Douglas Stansberry	B, C, J
Gretchen Cleppe	F - I
Rachel Reed	K - N
Lesley Thalhuber	Outreach Counselor
Melissa Coil	Student Support Coordinator
Officer Keisha Edwards	School Resource Officer (SRO)
Tammy Adkins	Nurse
Danielle Lamm	

## RBHS PHONE NUMBERS

Main Office/Principal	214-3100
AP / Attendance Secretary (M-R)	214-3129
AP / Attendance Secretary (B-F)	214-3169
AP / Attendance Secretary (G-L)	214-3102
AP / Attendance Secretary (A, S-Z)	214-3103
Counseling Department	214-3111
Registrar	214-3112
Nurses Office	214-3117
Home School Communicator	214-3116
Media Center/Library	214-3115
Activities Office Secretary	214-3110

### ***Freedom with Responsibility*** ***Expectations for Success at Rock Bridge High School***

Rock Bridge operates with the philosophy that high school is a safe time for students to have fun, make friends, and develop character, study habits, and time management skills. With that in mind, there is much freedom at Rock Bridge, but with it comes responsibility to be good students and citizens.

#### **What does freedom with responsibility mean?**

##### **Relationships**

- √ Build supportive relationships with adults at school.
- √ Become part of school activities.

##### **Respect**

- √ Respect yourself, others, and your school.
- √ Treat others as you wish to be treated.
- √ Pick up your trash to keep school looking great.
- √ Respect others by not demonstrating public displays of affection
- √ Language: Profanity will not be tolerated. Racial slurs and excessive loud voices are not allowed.

##### **Resourcefulness**

- √ Ask questions; come prepared to class. Be a problem solver. Get involved in volunteer activities.

##### **Responsibility**

- √ Be responsible for your own learning—turn work in on time.
- √ Be responsible for your own behavior.
- √ Set goals, explore career opportunities and post-secondary plans.
- √ Do not skip class! Truancies (an elective absence that is not approved by school or home will have consequences (see Discipline Guidelines).

##### **Rigor**

- √ Commit to graduate with a plan for your future
- √ Take challenging courses and do your best!
- √ Academic integrity is essential.

***By being responsible at Rock Bridge***, we allow you more freedoms to manage your time and become an active contributor to the Rock Bridge community and beyond.

## ATTENDANCE

The Rock Bridge Attendance Office has an automated voice mail system that operates seven days a week, 24 hour a day. Parents/guardians should call 214-3104 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 seven 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.

The Rock Bridge Attendance Office has an automated voice mail system that operates 7 days a week, 24 hours a day. Parents/guardians should call their child's grade level office to report absences.

### Checking-in/out procedures

If a student must leave the building during the school day for any reason, the student must sign out through their Attendance Office. If ill, the student must receive authorization from the nurse and check out through her office. Failure to follow this procedure will result in a truancy and disciplinary action.

Students who have permission to leave school during AUT must sign out on an AUT book, located at the Student Attendance Office. Failure to do so will result in a truancy and a disciplinary consequence.

## TARDINESS AND LATE TO SCHOOL

### Reporting late to school

- If less than 10 minutes late, the student should report directly to class.
- If more than 10 minutes late, report to the Attendance Office for a tardy pass and/or disciplinary consequence.

### Consequences are assigned as follows:

4 <sup>th</sup> tardy	1 hour detention
5 <sup>th</sup> tardy	2 hour detention
6 <sup>th</sup> tardy	3 hour detention
7 <sup>th</sup> tardy	4 hour detention
8 <sup>th</sup> tardy	Saturday detention (4 hours at Hickman High School)
Subsequent tardies include ISS/ACE	

## 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 BELL SCHEDULE – Monday through Friday

Block	1	8:55 – 10:30	
	2	10:37 – 12:12	[B lunch 12:12 – 12:43]
		11:08 – 12:43	[A lunch 10:30 – 11:01]
	3	12:50 – 2:25	
	4	2:32 – 4:05	

## ASSEMBLY BELL SCHEDULE

	1	8:55 – 9:00	(Report to 1 <sup>st</sup> block for attendance)
Assembly:		9:06 – 10:10	
	1	10:16 – 11:31	
	2	11:37 – 12:52	[B Lunch 12:52 – 1:23]
		12:08 – 1:23	[A Lunch 11:31 – 12:08]
	3	1:29 – 2:44	
	4	2:50 – 4:05	

## LATE START BELL SCHEDULE

The following schedule will be followed on early release days. Classes are 65 minutes; passing time is 7 minutes.

	1	10:55 – 12:00	
	2	12:07 – 1:12	[B Lunch 1:12 – 1:43]
		12:38 – 1:43	[A Lunch 12:00 – 12:31]
	3	1:50 – 2:55	
	4	3:02 – 4:05	

## LUNCH BREAK

Students eat in two shifts. "A" lunch is from 10:30 a.m. to 11:01 a.m., and "B" 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.

## **SCHEDULE CHANGES AND COURSE WITHDRAWALS---COUNSELING**

### **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 on the basis of 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.

### **Course Withdrawal**

- Students may withdraw from a course up to the first Interim Progress Report of first and second semesters without the course appearing on the transcript. However, Parent permission is required for all schedule changes and students must obtain permission from the principal to drop an AP course.
- Students withdrawing from a course after the deadline each semester will be assigned to either a study hall or be placed on a part-time status. A notation of "WF" for withdraw/fail will be recorded on the transcript.

## **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.

## **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>

## **FRESHMAN ACADEMIC ADVISORY**

Transitioning to high school is a unique period of time for any adolescent. Academic Advisory--under the guidance of a Faculty Advisor and Senior Mentor--gives **freshman** students an introduction to RBHS, provides support and activities to ensure a successful transition. This year-long orientation course provides structured activities and study time during the beginning of the school year.

## **ALTERNATING UNASSIGNED TIME (AUT)**

RBHS 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.

## **CELL PHONE USE**

Cell phones may be used before and after school, during lunch, and during passing time between classes. Cell phones also may be used in cell phone zones, which are non-instructional areas of the building. Cell phone use (including texting) during class time and in other instructional areas is not allowed and will result in disciplinary consequences. Cell phones should be secured, not left out on desks, locker rooms, or otherwise unattended. Schools are not responsible for the loss of personal items.

## **COMMONS**

The Commons is defined as the cafeteria, the dining area and the halls around the dining area, and the patio area outside the main doors on the east side of the Commons. The snack bar in the cafeteria is open before school and during the lunch shifts. Food may be available at other times during the school day as long as students use the privilege in a responsible manner. Students are expected to pick up their trash and help us keep the commons clean. Students should also take care of their personal belongings to avoid items being lost or stolen.

## **MEDIA CENTER/COMPUTER LABS**

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.

## VEHICLE REGISTRATION

- 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.
- 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

## PARKING REGULATIONS

- Any vehicle a student parks at RBHS must be registered in the main office. Vehicles parked on school district property may be subject to search by school officials with reasonable suspicion as justification.
- A parking hangtag will be issued upon registration and is to be prominently displayed with the hangtag number visible from the rear view mirror. Failure to register and/or failure to properly display a valid hangtag will result in the vehicle being issued a Columbia City Municipal parking ticket and towed at owner's expense.
- Students who do not have their hangtag with them must contact the parking lot attendant upon arrival at school and obtain a temporary hangtag.
- **Students may register vehicles to park on the north, south, and baseball parking lots. The registration fee is \$55.00.**
- Parking is available in the south, north, and baseball parking lots on a first come, first serve basis.
- 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.
- 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. Violation of the above will result in TOWING of vehicle at owners expense.
- Vehicle accidents in RBHS parking lots are to be reported to the office and the school resource officer.
- Loitering 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.



## **CONDUCT – STUDENT BEHAVIOR**

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.

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.

## DISCIPLINE GUIDELINES

INFRACTION	CPS RECOMMENDED CONSEQUENCES
<b>Abusive / Inappropriate Language / Profanity</b>	1 <sup>st</sup> : Student conference with Restorative practice; detention 2 <sup>nd</sup> : 3 days of ISS or ACE, with restorative conference possible
<b>Academic Integrity (Cheating)</b>	1 <sup>st</sup> : Office referral; parent contact and F on assignment by teacher 2 <sup>nd</sup> : Office referral; F on assignment, Saturday detention or one day ISS (In School Suspension) 3 <sup>rd</sup> : Office referral; three day ISS; possible removal from class with grade of 'F' recorded on transcript
<b>Alcohol/Drug Use/Possession</b>	1 <sup>st</sup> : Ten days OSS, or ACE, involve SRO, arrest and D.E.A.L. Program 2 <sup>nd</sup> : Ten days OSS, or ACE, involve SRO, arrest and extended suspension
<b>Alcohol/Drug Sales/Distribution</b>	1 <sup>st</sup> : One to 180 days OSS, or ACE; documentation in student's discipline record, involve SRO, arrest and extended suspension
<b>Arson</b>	1 <sup>st</sup> : One to 180 days OSS; documentation in student's discipline record; arrest; involve SRO; notification of law enforcement/fire department 2 <sup>nd</sup> : Expulsion; notification to law enforcement officials, in student's disciplinary record.
<b>Assault</b>	1 <sup>st</sup> : Five to ten days OSS/ACE (depending on seriousness of situation, police will remove from school); arrest; involve SRO 2 <sup>nd</sup> : Request extended suspension. Police will remove from school; involve SRO (One to 180 days OSS, documentation in the student's discipline record; involve SRO; arrest; notification of law enforcement officials)
<b>Automobile Violations</b>	<b>Illegal Parking/Using another's hangtag/ Forged hangtag</b> 1 <sup>st</sup> : Ticket, one hour detention or loss of one AUT, parent notified. 2 <sup>nd</sup> : Ticket, tow warning, equivalent of 4 hours detention, parent notified. 3 <sup>rd</sup> : Ticket, tow vehicle, Saturday detention, loss of parking privileges, parent notified. (Student providing hangtag to others loses parking for 20 school days-1 <sup>st</sup> offense Using a forged hangtag may involve SRO, possible arrest for forgery / loss of parking privileges) <b>Hazardous driving</b> 1 <sup>st</sup> : Loss of parking 10 school days, Saturday detention, ticket 2 <sup>nd</sup> : Loss of parking for school year
<b>Bomb Threat / False Alarm</b>	1 <sup>st</sup> : One to 180 days OSS, involve SRO 2 <sup>nd</sup> : Ten days OSS, involve SRO, apply for extended suspension
<b>Computer Technology Misuse</b>	1 <sup>st</sup> : Loss of computer privileges for 10 school days, &/or Saturday detention 2 <sup>nd</sup> : Saturday detention 3 <sup>rd</sup> : Saturday detention and parent picks up phone
<b>Disruptive Behavior</b>	1 <sup>st</sup> : Restorative conference with teacher; parent contact 2 <sup>nd</sup> : Two hour detentions 3 <sup>rd</sup> : Saturday detention or one day ISS, behavior plan
<b>Dress Code Violation</b>	1 <sup>st</sup> : Warning, clothing change or cover, parent contacted 2 <sup>nd</sup> : Two hour detention, clothing change or cover, parent contacted 3 <sup>rd</sup> : Saturday detention, clothing change or cover, parent contacted

<b>Failure to Serve Consequence</b> (missed disciplinary action)	Consequence increases to the next level each time missed. Chronic offenders may be assigned a behavior plan.
<b>Fighting</b>	1 <sup>st</sup> : Three to ten day OSS / ACE; involve SRO, arrest 2 <sup>nd</sup> : Ten days OSS; apply for extended suspension; involve SRO Participation in a fight and non-compliance with staff or assault/ endangerment of staff—will result in an extended suspension for up to 180 days.
<b>Gambling</b>	1 <sup>st</sup> : One to five days ISS or OSS/ACE 2 <sup>nd</sup> : Three to five days OSS/ACE 3 <sup>rd</sup> : Ten days OSS/ACE, possible extended suspension
<b>Harassment / Intimidation</b>	1 <sup>st</sup> : Two hour detention, Saturday Detention, or 1-3 Days OSS/ACE, restorative conference 2 <sup>nd</sup> : Three to five days OSS/ACE, involve SRO, possible arrest
<b>Inappropriate Object / Combustible Item</b>	1 <sup>st</sup> : One to ten days OSS/ACE, involve SRO
<b>Insubordination</b> (Defiance, Failure to check-in/out, Leaving without permission, uncooperative)	1 <sup>st</sup> : Minimum Saturday detention, possible one day ISS/OSS/ACE; restorative conf w/teacher 2 <sup>nd</sup> : One to three days ISS or OSS/ACE 3 <sup>rd</sup> : Three to five days OSS/ACE, behavior plan
<b>Other</b> (Obligation / overdue book, trespassing, unprepared / no material, other)	1 <sup>st</sup> : Principal conference, or one to two hour detention 2 <sup>nd</sup> : Two hour detention, or Saturday detention
<b>Physical Contact / Horseplay</b>	1 <sup>st</sup> : Saturday detention, or one to two days ISS, restorative conference 2 <sup>nd</sup> : Two to three days ISS/OSS/ACE 3 <sup>rd</sup> : Three to ten days OSS/ACE, involve SRO
<b>Property Misuse / Vandalism</b>	1 <sup>st</sup> : Restitution and two to four hour detention, or ISS/OSS/ACE depending on severity
<b>Sexual Misconduct / Harassment</b>	1 <sup>st</sup> : Three to ten days OSS/ACE, involve SRO, possible expulsion 2 <sup>nd</sup> : Ten days OSS, involve SRO, possible extended suspension, possible expulsion 3 <sup>rd</sup> : Ten days OSS, involve SRO, apply for extended suspension, possible expulsion
<b>Tardy</b> (Tardy to class, tardy to school)	See 'Tardiness and late to school' section on page 4 of this handbook
<b>Theft</b>	1 <sup>st</sup> : Three days ISS or OSS/ACE, involve SRO 2 <sup>nd</sup> : Five to ten days OSS/ACE, involve SRO 3 <sup>rd</sup> : Ten days OSS/ACE, involve SRO, possible extended suspension
<b>Tobacco</b>	1 <sup>st</sup> : Saturday detention or one day ISS, contact parent 2 <sup>nd</sup> : Three days ISS or OSS/ACE, involve SRO, contact parent 3 <sup>rd</sup> : Three to five days OSS/ACE, involve SRO, contact parent
<b>Truancy</b>	1 <sup>st</sup> : Two hour detention, loss of privilege 2 <sup>nd</sup> : Saturday detention 3 <sup>rd</sup> : One to three days ISS, possible juvenile office referral
<b>Weapon</b>	1 <sup>st</sup> : Five to ten days OSS/ACE, possible extended suspension, involve SRO, possible expulsion 2 <sup>nd</sup> : Ten days OSS/ACE, involve SRO, extended suspension, possible expulsion

## BRUIN ACTIVITIES and OPPORTUNITIES

Rock Bridge High School offers a wide range of activities to students. Athletics, performing arts and special interest groups and clubs complement the curricular program and allow students to develop leadership skills, organizational skills and a sense of responsibility to the larger community. All organization and activities are under the supervision of a faculty sponsor appointed by the principal. Meetings, events and games are to be scheduled through the Activities Office and must have the approval of the principal.

### ELIGIBILITY

In order to participate in a school activity, a student must attend school on the day of the activity (or on Friday for a weekend activity) and the day after unless special arrangements have been made with the principal. Students participating in interscholastic events that are sponsored by the Missouri State High School Activities Association (MSHSAA) are bound by the citizenship guidelines to which each student agrees at the beginning of the season. MSHSAA also has academic eligibility requirements for students outlined in the table below. Students who participate in school activities may lose participation privileges from these activities for inappropriate behavior at school or for violations of the citizenship agreement.

<b>Academic Requirements for Participation in MSHSAA Activities at RBHS *</b>		
<b>Student Level</b>	For <b>FALL SEMESTER</b> participation, a student must:	For <b>WINTER SEMESTER</b> participation, a student must:
<b>SENIOR</b>	<ul style="list-style-type: none"> <li>Have earned at least 3.25 credits in the spring semester, junior year.</li> <li>Be enrolled in at least 3.25 credit-earning classes.</li> </ul>	<ul style="list-style-type: none"> <li>Have earned at least 3.25 credits in the fall semester, senior year.</li> <li>Be enrolled in at least 3.25 credit-earning classes.</li> </ul>
<b>JUNIOR</b>	<ul style="list-style-type: none"> <li>Have earned at least 3.25 credits in the spring semester sophomore year</li> <li>Be enrolled in at least 3.25 credit-earning classes</li> </ul>	<ul style="list-style-type: none"> <li>Have earned at least 3.25 credits in the fall semester, junior year</li> <li>Be enrolled in at least 3.25 credit-earning classes</li> </ul>
<b>SOPHOMORE</b>	<ul style="list-style-type: none"> <li>Have earned at least 3.0 credits in the spring semester, freshman year</li> <li>Be enrolled in at least 3.25 credit-earning classes</li> </ul>	<ul style="list-style-type: none"> <li>Have earned at least 3.25 credits in the fall semester.</li> <li>Be enrolled in at least 3.25 credit-earning classes</li> </ul>
<b>FRESHMAN</b>	<ul style="list-style-type: none"> <li>Promotion from 8<sup>th</sup> grade</li> <li>Ben enrolled in at least 3.0 credit-earning classes and advisory</li> </ul>	<ul style="list-style-type: none"> <li>Have earned at least 3.0 credits in the fall semester.</li> <li>Be enrolled in at least 3.0 credit-earning classes and advisory</li> </ul>

\* Credits earned or completed after the close of the semester will not fulfill this requirement. For fall semester eligibility, up to 1.0 of summer school credit may supplement spring semester credit if summer school credit meets a graduation requirement. Correspondence courses do NOT count as part of the 3.0 credits. It is imperative that the student understands and complies by these requirements for eligibility. Do not drop courses without first consulting with the principal, athletic director or counselor. Please consult with counseling and/or the athletic department if you have questions.

## ATHLETICS

Athletics play a key role in the extracurricular program. To be eligible for participation, students must meet both the academic and citizenship standards of the Columbia Public Schools and the Missouri State High School Activities Association. (Additional information about interscholastic competition is included in the yellow pages of this handbook.)

**RBHS athletic teams participate in the following seasons:**

### FALL

Bruin Girls  
Cheerleading  
Cross Country (Boys & Girls)  
Football  
Golf (Girls)  
Soccer (Boys)  
Softball (Girls)  
Swimming and Diving (Boys)  
Tennis (Girls)  
Volleyball (Girls)

### WINTER

Basketball (Boys & Girls)  
Bruin Girls  
Cheerleading  
Swimming and Diving (Girls)  
Wrestling

### Spring

Baseball  
Golf (Boys)  
Soccer (Girls)  
Tennis (Boys)  
Track (Boys & Girls)

## ATHLETIC SEASONS

**Fall Season: Monday, August 6** is the first practice date for FALL sports

**Winter Season: Monday, October 29** is the first practice date for Wrestling and Boys and Girls Basketball  
**Monday, November 5** for Girls Swimming and Diving

**Spring Season: Monday, February 25** is the first practice date for SPRING sports

**BEFORE THE FIRST PRACTICE** with any team, a **student athlete MUST:**

***The RBHS Athletic Handbook can be obtained from the Athletic Office or on the Rock Bridge Website under "Athletics."***

1. Meet academic eligibility requirements the previous semester.
2. Meet enrollment requirements for the current semester.
3. Take and pass a physical examination, dated after 2-1-18. (Doctors signature required.)
4. Complete the insurance information on the physical form.
5. Complete the parent consent for participation portion of the physical form.
6. Complete the Acknowledgement of Athletic Handbook.
7. Complete the Acknowledgment of Concussion Information.

## ACTIVITY TICKETS

The RBHS Activity Ticket admits students to all regular season athletic contests and theatre events. Activity Tickets will be sold to students during schedule pick-up days in August and before the first activity of the year. The activity tickets are the responsibility of the students and are not transferable. The cost of the activity ticket is \$40.00.

## ASSEMBLIES

Assemblies are an important part of the curricular program and are designed for student participation. Their purpose is to present information, recognize the achievements of students, faculty and staff, and promote a sense of school spirit and community. All assemblies are open to members of the community.

## DANCES

School sponsored dances must be scheduled and approved through the Student Activities Office. Rock Bridge students who wish to bring a guest must register their guest in the Activities Office.

## STUDENT COUNCIL

The student council is organized to serve Rock Bridge Senior High School students, faculty, and administration by providing leadership and cooperation for formulating school policies, student activities and projects. The organization is structured with four executive officers--president, vice-president, secretary and treasurer. Each class elects 12 representatives who will work as a team to get things done. Leadership roles will be determined by the group and will be flexible throughout the year. The representatives of the junior and senior class are elected during the fourth quarter, to serve the following school year. The representatives for the sophomore class are elected at the beginning of the school year. Each student is encouraged to be an active participant in student government by being a member and/or contributing suggestions and help during the year.

## CLUBS AND ORGANIZATIONS

Students are invited to join one or more of the organizations at Rock Bridge High School. Detailed information about these organizations, the meeting dates and the faculty sponsors can be obtained in the Activities Office or in the "Get Involved" activities handbook. Check the RBHS web page for the most up-to-date clubs listing.

### **In recent years, clubs include:**

**Ambassadors** are selected students who strive to make all Bruins feel included and welcomed at Rock Bridge.

**Art Honor Society** inspires and recognizes students who have shown an outstanding ability in art. The NAHS strives to aid members in working toward the attainment of the highest standards in art areas and to bring art education to the attention of the school and community.

**Bru Crew** demonstrates enthusiasm for RBHS athletes/athletic teams and promotes sportsmanship and positive spectator support at athletic events.

**Bruin Girls (Pom Pon Squad)** promote sportsmanship and positive spectator support at athletic events and provides entertainment for people attending the athletic events. They compete as a squad in three competitions per year.

**Bruin's United** is a group of students who strive to help all Bruins be a part of the Rock Bridge community.

**Calculus Club** promotes a deeper awareness of, and appreciation for Calculus.

**Cheerleaders** provide positive leadership and sportsmanship for the spectators and players of each sport.

**Chess Club** provides an environment for learning and playing chess.

**Color Guard** is a visual and dramatic emphasis to the marching band field show.

**Distributive Education Clubs Of America (DECA)** are leaders in the field of marketing and business. A student must be enrolled in Marketing or Business Management.

**Dumbledore's Army** allows students to discuss and study Harry Potter books by J.K. Rowling.

**Family, Career and Community Leaders of America (FCCLA)** is for students in FACS interested in personal growth and leadership focusing on multiple roles of family, job and community.

**FOLIO** is the Rock Bridge literary art magazine which showcases the best of students' creative expression. The magazine is designed by students...from layout and theme to the selection of submissions. Submissions are selected through March. Publication is in April.

**Future Business Leaders of America (FBLA)** – learning about the world of business, how to preside at meetings, work effectively within the community and engage in decision-making.

**Future Doctors of America (FDA)** is open to those considering medicine as a career.

**Future Educators of America (FEA)** is open to students considering teaching as a career. Enrollment in a CACC course is required.

**Future Farmers of America (FFA)** promotes leadership, citizenship, character, service, and patriotism for students enrolled in a vocational agriculture course.

**Future Lawyers of America** – promotes the awareness of law, lawyers and the judicial system.

**Gay-Straight Alliance** is dedicated to promoting tolerance and accepting one's environment.

**Genres Book Club** encourages the love of reading and gives its members exposure to different genres of literature.

**German Honor Society** provides recognition to students who excel in the study of German.

**Global Issues** strives to raise awareness of the world and to examine positive actions students can take.

**Health Occupation Students of America (HOSA)** is a national organization with emphasis on leadership, service, and competition for students enrolled in a health occupations class or interested in a health-related career.

**Interclub Council** consists of representatives from each school club.

**International Thespian Society** is for those involved in theatre.

**Japanese Club** seeks to promote learning about the Japanese culture.

**Junior Classical League (JCL)** allows students to get acquainted with ancient Greece and Rome and to better understand and appraise today's world.

**Key Club** provides voluntary service for the school and community.

**MAC Scholars** promotes academic involvement and achievement among minority students.

**Male Ensemble** promotes the awareness of music and provides experiences with all styles of music.

**Math Team** is for students interested in mathematical competition.

**Model U.N.** invites students to participate in a simulation of international diplomacy to gain further knowledge of current world issues.

**National Forensic League** helps students to be proficient in forensic arts, debate, public speaking and interpretation.

**National Honor Society** recognizes those who have achieved academic excellence, participate in school and community activities, and have worthy character.

**Photography Club** shows members the joy of photography and offers beginning and advanced experience with cameras.

**Ping Pong Club** provides an environment for learning and playing ping pong.

**Pokemon Club** promotes the awareness of Pokemon and to give its members experiences within all areas of the Pokemon world.

**Quill and Scroll** is for newspaper, yearbook, and literary magazine students who have achieved academic excellence and show leadership in the field.

**Rock Bridge Reaches Out** provides opportunities for students to volunteer in the community.

**Scholar Bowl** provides an opportunity for students to compete academically.

**School Newspaper**, the ROCK, is produced by students enrolled in journalism.

**School Yearbook**, *Flashback*, is produced by students enrolled in publications courses.

**Science Olympiad** members compete interscholastically in different events in life, earth and physical science.

**Societe Honoraire De Francais** recognizes students who excel in the study of the French.

**Spanish Honor Society** provides recognition to students who excel in the study of Spanish.

**Sports Medicine Club** promotes involvement in the sports program at Rock Bridge and gives its members experiences within the field of Sports Medicine.

**Student Coalition** provides open forum, town-hall style meetings that take place each quarter.

**Student Council** consists of class representatives who provide leadership by meeting the needs of RBHS students, faculty, and administration.

**Student Environmental Coalition** are students who strive to protect and preserve the environment for future generations.

**T.E.A.M.S** (Tests of Engineering Aptitude, Mathematics, and Science) prepares students for a statewide competition in the areas of math, science, and engineering.

**Tri Theta** is a senior girls' service organization that serves the school and the community.

**Young Democrats** invites students to participate in local, state, and national politics.

**Young Moderates** offers students an opportunity to participate in local, state, and national politics and provides a forum for the discussion of moderate views on political issues.

**Young Republicans** offers students an opportunity to participate in local, state, and national politics and provides a forum for the discussion of Republican views on political issues.

**Young Socialists** provides a forum for the discussion of past and present Socialist ideals and leaders.

**Zombie Defense League** offers fans of zombie films/books/games with a forum for discussion and opportunities for activities with fellow fans.

#### **Other interest groups (not school sponsored)**

**Fellowship of Christian Athletes** is for student athletes and non-athletes to explore Christian beliefs.

**Lacrosse Club** promotes and supports the game of Lacrosse.

**Muslim Student Union (MSU)** increases knowledge of the religion of Islam in an effort to spread awareness of issues affecting Muslims.

**The Light (Bible Club)** – offers interested students with a forum for discussion and exploration of the Bible.

## **SUMMARY**

We hope the information in this handbook will assist you in being prepared, becoming involved, and in making good decisions while you are at Rock Bridge High School. We believe all students can be successful and that Rock Bridge High School provides an environment that promotes responsibility, integrity, and mutual respect.