



***Student Handbook***  
***2017-2018***

# **CASSVILLE HIGH SCHOOL**

1501 Main  
Cassville, MO 65625  
Phone: 847-3137 Fax: 847-5111

**Principal: Jeff Swadley 847-3137**  
**jswadley@cassville.k12.mo.us**

**Asst. Principal: Keith Robertson 847-3137**  
**krobertson@cassville.k12.mo.us**

**Counselors: Jordi Miller – 9<sup>th</sup> and 11<sup>th</sup>**  
**jmiller@cassville.k12.mo.us**

**Michelle Johnson – 10<sup>th</sup> and 12<sup>th</sup>**  
**mjohnson@cassville.k12.mo.us**

**Phone: 847-4015**

*Please visit our website at:*

***cassville.k12.mo.us***

***Like us on Facebook at Cassville Public Schools***

**Easy access to calendars and other school information, as well as communication link  
with teachers and staff**

## **ANONYMOUS CONCERNS HOTLINE**

An Anonymous Concerns Hotline is available for students and/or parents to utilize for providing confidential information that the administration might need to know concerning school safety, alcohol/drug use and other pertinent school issues.

**Directions for using the Anonymous Concerns Hotline:**

**Call 847-0211**

**At the verbal prompt enter 6911**

## Cassville High School Faculty

Boles, Elaine	Nurse	<a href="mailto:eboles@cassville.k12.mo.us">eboles@cassville.k12.mo.us</a>
Boone, Mandy	Communication Arts	<a href="mailto:mboone@cassville.k12.mo.us">mboone@cassville.k12.mo.us</a>
Burns, Brandon	Communication Arts	<a href="mailto:bburns@cassville.k12.mo.us">bburns@cassville.k12.mo.us</a>
Cobb, Brandon	P.E. / Health	<a href="mailto:bcobb@cassville.k12.mo.us">bcobb@cassville.k12.mo.us</a>
Cosper, Samantha	Practical Arts	<a href="mailto:scosper@cassville.k12.mo.us">scosper@cassville.k12.mo.us</a>
Deffenbaugh, Bob	Special Education	<a href="mailto:bdeffenbaugh@cassville.k12.mo.us">bdeffenbaugh@cassville.k12.mo.us</a>
Dillow, Julie	Special Education	<a href="mailto:jdillow@cassville.k12.mo.us">jdillow@cassville.k12.mo.us</a>
Etter, Loura	Foreign Lang. / CA	<a href="mailto:letter@cassville.k12.mo.us">letter@cassville.k12.mo.us</a>
Fortner, Nathan	At Risk / SFS / ISS	<a href="mailto:nfortner@cassville.k12.mo.us">nfortner@cassville.k12.mo.us</a>
Green, Gayle	Math	<a href="mailto:ggreen@cassville.k12.mo.us">ggreen@cassville.k12.mo.us</a>
Grossman, Melanie	Practical Arts	<a href="mailto:mgrossman@cassville.k12.mo.us">mgrossman@cassville.k12.mo.us</a>
Hagens, Mary	Communication Arts	<a href="mailto:mhagens@cassville.k12.mo.us">mhagens@cassville.k12.mo.us</a>
Hall, Michael	Instructional Coach	<a href="mailto:mhall@cassville.k12.mo.us">mhall@cassville.k12.mo.us</a>
Heiden, Branden	Social Studies	<a href="mailto:bheiden@cassville.k12.mo.us">bheiden@cassville.k12.mo.us</a>
Henderson, Shelley	Comp. Practicum	<a href="mailto:shenderson@cassville.k12.mo.us">shenderson@cassville.k12.mo.us</a>
Hinson, Jimmy	Practical Arts	<a href="mailto:jhinson@cassville.k12.mo.us">jhinson@cassville.k12.mo.us</a>
Hoskins, Andrew	Social Studies	<a href="mailto:ahoskins@cassville.k12.mo.us">ahoskins@cassville.k12.mo.us</a>
Kleine, Brianna	Media Spec.	<a href="mailto:bkleine@cassville.k12.mo.us">bkleine@cassville.k12.mo.us</a>
Littlefield, John	Practical Arts	<a href="mailto:jlittlefield@cassville.k12.mo.us">jlittlefield@cassville.k12.mo.us</a>
Martin, Doug	Athletic Director	<a href="mailto:dmartin@cassville.k12.mo.us">dmartin@cassville.k12.mo.us</a>
McCrackin, Jennifer	Science	<a href="mailto:jmccrackin@cassville.k12.mo.us">jmccrackin@cassville.k12.mo.us</a>
McCullough, Brandon	Practical Arts	<a href="mailto:bmccullough@cassville.k12.mo.us">bmccullough@cassville.k12.mo.us</a>
McNeill, Janet	Communication Arts	<a href="mailto:jmccneill@cassville.k12.mo.us">jmccneill@cassville.k12.mo.us</a>
Mebruer, Stephanie	Science	<a href="mailto:smebruer@cassville.k12.mo.us">smebruer@cassville.k12.mo.us</a>
Miller, Jordi	Counselor, A+ Coordinator	<a href="mailto:jmiller@cassville.k12.mo.us">jmiller@cassville.k12.mo.us</a>
Milleson, Barrett	Social Studies	<a href="mailto:bmilleson@cassville.k12.mo.us">bmilleson@cassville.k12.mo.us</a>
Mills, Tina	Science	<a href="mailto:tmills@cassville.k12.mo.us">tmills@cassville.k12.mo.us</a>
Moats, Lauren	P.E. / Health	<a href="mailto:lmoats@cassville.k12.mo.us">lmoats@cassville.k12.mo.us</a>
Parnell, Lance	P.E. / Health	<a href="mailto:lparnell@cassville.k12.mo.us">lparnell@cassville.k12.mo.us</a>
Poulson, Jill	Math	<a href="mailto:jpoulson@cassville.k12.mo.us">jpoulson@cassville.k12.mo.us</a>
Randolph, Chris	Math	<a href="mailto:crandolph@cassville.k12.mo.us">crandolph@cassville.k12.mo.us</a>
Reuter, Ben	Science	<a href="mailto:breuter@cassville.k12.mo.us">breuter@cassville.k12.mo.us</a>
Reynolds, Marcus	Practical Arts	<a href="mailto:mreynolds@cassville.k12.mo.us">mreynolds@cassville.k12.mo.us</a>
Richmiller, Mary	Fine Arts	<a href="mailto:mrichmiller@cassville.k12.mo.us">mrichmiller@cassville.k12.mo.us</a>
Rogers, Jay	P.E. / Health	<a href="mailto:jrogers@cassville.k12.mo.us">jrogers@cassville.k12.mo.us</a>
Siefken, Janie	Foreign Lang	<a href="mailto:jsiefken@cassville.k12.mo.us">jsiefken@cassville.k12.mo.us</a>
Sloan-Hinson, Talana	Fine Arts	<a href="mailto:tsloan@cassville.k12.mo.us">tsloan@cassville.k12.mo.us</a>
Stringer, Scott	Special Education	<a href="mailto:sstringer@cassville.k12.mo.us">sstringer@cassville.k12.mo.us</a>
Towse, Marlon	Math	<a href="mailto:mtowse@cassville.k12.mo.us">mtowse@cassville.k12.mo.us</a>
Watson, Michelle	Counselor	<a href="mailto:mjohnson@cassville.k12.mo.us">mjohnson@cassville.k12.mo.us</a>
Weldy, Clay	Social Studies	<a href="mailto:cweldy@cassville.k12.mo.us">cweldy@cassville.k12.mo.us</a>
Wells, Travis	Science	<a href="mailto:twells@cassville.k12.mo.us">twells@cassville.k12.mo.us</a>
Williams, Teall	Fine Arts	<a href="mailto:twilliams@cassville.k12.mo.us">twilliams@cassville.k12.mo.us</a>

## Contents

2017-2018 School Calendar	9
2017-2018 Student Council Officers	12
A+ Schools Program	39
Academic Letter	20
Accidents/Injuries	35
ACES (Advisement for Career and Educational Success)	40
Aerosol Products	23
Asbestos Hazard Emergency Response Act (AHERA)	43
Athletics	40
Attendance	14
Automobiles	35
Behavior Not Covered Above	34
Book Bags	37
Bus Misconduct	24
Cell Phones and Other Electronic Devices	24
Change of Address	35
Cheating	25
Counseling	40
Cum Laude Program (Honors Diploma)	17
Custody of Students	36
Daily Schedule	11
Detention	22
Discipline	21
Disorderly Conduct	25
Disrespect and Defiance	25
Dress Code	26
Dual Credit	20
Dual Enrollment	20
Eligibility for Extra/Co-Curricular Activities	36
Extortion, Damage, Destruction or Theft of School Property	27
Faculty	3
False Alarms	27
Fighting, Threatening or Assaulting Other Students	27
Food and Drinks	28
Forgery	28
Fundraisers	36
Grading System	19
Graduation Ceremonies	16
Graduation Requirements	17
Hazing and Bullying	28
Honor Roll	19
Inappropriate Language and Gestures	29
Incentive Cards	21

Incident Weather	36
Independent Student Status	16
Individuals with Disabilities Education Improvement Act	44
In-School Suspension	22
Insurance	36
Lack of Effort	29
Leaving Assigned Classroom Without Permission	29
Leaving Campus During the School Day	29
Lockers	36
Loitering by Suspended Students	30
Loitering on School Grounds	30
Lunch Money/Breakfast Money	37
Lunch Period Procedures	37
Media Center	40
Missed / Skipped Detention	30
Mission Statement, Priorities & Vision	8
Monett Vo-Tech Students	30
National Honor Society	41
No Travel Policy	21
Notification of Rights under FERPA	44
Personal Property	37
Possession and/or Use of Tobacco Products on School Grounds	31
Possession and/or Use of Vapor Cigarettes on School Grounds	31
Possession of Pocket Knives	34
Possession, Sale or Use of Alcoholic Beverages/Controlled Substances	31
Progress Reports	21
Public Display of Affection	32
Retention Policy	17
School Admissions	13
School Dances	37
School Nurse	42
School Publications	38
School Records Release or Review	43
School Services	39
School Sponsored Trips	32
Search and Seizure	32
Sexual Harassment	33
Skateboards/Roller Blades	33
Skip Days	38
Sportsmanship	33
Student Assessment/Testing	20
Student Due Process Rights	33
Student Organizations	42
Student Remediation	40

Tardiness	33
Telecommunications/Computer Use Policy	44
Textbooks	38
Truancy/Being Absent From School Without Permission	34
Tutoring	21
Use of Telephones	38
Valedictorian/Salutatorian/Summa Cum Laude System	18
Verbal Abuse or Assault of a School Employee	34
Visitors	38
Weapons, Dangerous Instruments, Contraband , and Fireworks	34
Weighted Courses	19
Wellness Policy	38
Withdrawals	39



Greetings,

Welcome to Cassville High School for the 2017-2018 school year. I am excited to meet each of you and I look forward to helping you grow and develop as individuals. I believe we have a staff that is willing to help you find success not only during your high school years, but beyond.

The Cassville R-IV school district continues to invest in your futures by continuing their commitment to creating a 21st Century Learning Environment. I've only been on the job for a short time and I have seen evidence of this commitment. Unfortunately, technology changes very rapidly. Therefore it is the districts desire to put the right technology in your hands as well as the teachers to ensure that we give ourselves the best opportunity to meet our lofty commitment.

High school is an amazing opportunity to explore personal interests and prepare for your future. I encourage you to be actively involved in clubs and the various activities that we offer. High school only happens once in your life time. Unfortunately some students sit around and dream about the future and they wish away the right now. Don't let yourself get caught in that mindset. I feel positive that most adults will tell you that high school was a wonderful experience and if they could go back and do it all over again they wouldn't hesitate.

Good luck this year!

Jeff Swadley  
High School Principal

# **Cassville Wildcats**

## **Mission**

**Embrace knowledge, respect tradition, and foster community**

## **Vision**

**Graduation for every student...Success for every graduate**

## **Priority**

**Our priority is to develop college and career ready students by:**

- 1. Providing a 21<sup>st</sup> Century learning environment**
- 2. Focusing on math and literacy for all students grades K-12**
- 3. Strategically responding to address students' individual needs**
- 4. Developing grading practices that reflect student learning**





# CASSVILLE R-IV SCHOOL DISTRICT 2017-2018 CALENDAR

JULY—	AUGUST—12	SEPTEMBER—19	OCTOBER—20	NOVEMBER—18	DECEMBER—15
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	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	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	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	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	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JANUARY—20	FEBRUARY—20	MARCH—19	APRIL—20	MAY—9	JUNE
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	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	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	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	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	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

SCHEDULE OF EVENTS	
<p><b>AUGUST—12 DAYS</b>            New Teacher Orientation—August 8 &amp; 9            Back-to-School Workshops—August 11, 14, &amp; 15            First Day of School—August 16</p> <p><b>SEPTEMBER—19 DAYS</b>            Labor Day Break—September 4            Professional Learning Day—September 25 (No Students)</p> <p><b>OCTOBER—20 DAYS</b>            Parent/Teacher Conferences—October 24 &amp; 26            Fall Break—October 27            Professional Learning Day—October 30 (No Students)</p> <p><b>NOVEMBER—18 DAYS</b>            Thanksgiving Break—November 22, 23, and 24            Professional Learning Day—November 27 (No Students)</p> <p><b>DECEMBER—15 DAYS</b>            End of Semester—December 21 (1:00 Dismissal)            Christmas Break—December 22, 25, 26, 27, 28, and 29</p>	<p><b>JANUARY—20 DAYS</b>            New Year's Break—January 1 and 2            School Resumes—January 3            Professional Learning Day—January 15 (No Students)</p> <p><b>FEBRUARY—20 DAYS</b></p> <p><b>MARCH—19 DAYS</b>            Trout Day and March Break—March 1 &amp; 2            Parent/Teacher Conferences—March 27 &amp; 29            Easter Break—March 30</p> <p><b>APRIL—20 DAYS</b>            Easter Break—April 2</p> <p><b>MAY—9 DAYS</b>            End of School—May 11 (1:00 Dismissal) (Pending Snow Days)            Graduation—May 20            Professional Learning Day—TBD (Certified Staff Only)</p>

○	PROFESSIONAL LEARNING—NO STUDENTS
⊗	SCHEDULED BREAK—NO SCHOOL
□	MAKE-UP DAY—REFER TO SCHEDULE
☆	START AND END OF SEMESTER

Make-Up Day Schedule	
Day 1—14	Day 6—21
Day 2—15	Day 7—22
Day 3—16	Day 8—23
Day 4—17	Day 9—24
Day 5—18	Day 10—25

**CASSVILLE R-IV BOARD OF EDUCATION MAY AMEND THE CALENDAR AS THE NEED ARISES.**

## CASSVILLE R-IV 2017-2018 CALENDAR

First Day of School .....	August 16
Labor Day .....	September 4
Progress Reports.....	September 5
No classes (Professional Development Day) .....	September 25
Progress Reports.....	September 26
Progress Reports.....	October 16
Parent-Teacher Conferences .....	October 24 & 26
Fall Break.....	October 27
No classes (Professional Development Day) .....	October 30
Progress Reports.....	November 6
Thanksgiving Break.....	November 22-24
No classes (Professional Development Day) .....	November 27
Progress Reports.....	December 4
End of 1 <sup>st</sup> Semester (1:00 Dismissal) .....	December 21
Christmas Break .....	December 22-29
New Year's Break.....	January 1 & 2
School Resumes .....	January 3
No classes (Professional Development Day) .....	January 15
Progress Reports.....	January 22
Progress Reports.....	February 12
No School – Trout Day & March Break .....	March 1 & 2
Progress Reports.....	March 15
Parent-Teacher Conferences .....	March 27 & 29
Progress Reports.....	April 16
Easter Break.....	March 30-April 2
Progress Reports.....	May 7
Last Day (1:00 Dismissal).....	May 11
Baccalaureate.....	May 16
Commencement.....	May 20

## Snow Make-Up Days

- |           |            |
|-----------|------------|
| 1. May 14 | 6. May 21  |
| 2. May 15 | 7. May 22  |
| 3. May 16 | 8. May 23  |
| 4. May 17 | 9. May 24  |
| 5. May 18 | 10. May 25 |

The Cassville R-IV Board of Education may amend the calendar as the need arises.

### Daily Schedule

Early Bird Classes	7:50 – 8:38
First Period	8:10 – 9:00
Second Period	9:05 – 9:53
Third Period	9:58 – 10:46
Fourth Period	10:51 – 12:00
Fifth Period	12:05 – 12:53
Sixth Period	12:58 – 1:46
Seventh Period	1:51 – 2:39
ACES	2:44 – 3:15

### Lunch Schedule

First Lunch	10:46 – 11:07
Second Lunch	11:10 – 11:33
P.M. SRTC Lunch	11:33 – 11:48
Third Lunch	11:39 – 12:00

# STUDENT COUNCIL 2017-18

## **STUDENT BODY**

President ..... Josie Lone  
Vice President ..... Grace Schell  
Secretary ..... Coleman Hoppes

## **SENIOR CLASS**

President ..... Jesse Edie  
Vice President ..... Hailey Matthew  
Secretary ..... Yesenia Aguinaga  
Female Representative..... Hannah Kelley  
Male Representative..... Dalton O'Neill  
Member at Large ..... Megan Sloan  
Member at Large ..... Garret Knight

## **JUNIOR CLASS**

President ..... Shannon Haney  
Vice President ..... Dalia Phelps  
Secretary ..... Brianna Hemphill  
Female Representative..... Hayley Nape  
Male Representative..... Reilly Nichols  
Member at Large ..... Clara Hermansen  
Member at Large ..... Avery Brown

## **SOPHOMORE CLASS**

President ..... Madry McCrackin  
Vice President ..... Kennedy Parnell  
Secretary ..... Melissa Martinez  
Female Representative..... Grace Vandall  
Male Representative..... Kel Wilson  
Member at Large ..... Cole Stringer  
Member at Large ..... Alexis Mann

## **SCHOOL ADMISSIONS**

Admission to Cassville High School is subject to Board of Education policies and Missouri statutes, utilizing guidelines specified in the Missouri Safe Schools Act.

The admission of all students shall be under the direction of the superintendent, or designee, subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law.

Students who apply for admission to the district on the basis of prior accredited schooling outside of the district shall be placed initially on the grade level they have reached. The principal shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district on the basis of prior non-accredited schooling shall be admitted in accordance with Board policy.

### **Requests for Student Records**

Within 48 hours of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age, to provide upon enrollment, a signed statement indicating whether or not the student has been suspended or expelled from a school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

### **Students Suspended or Expelled from another District**

No student may enroll in a school in this district during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would have resulted in a suspension or expulsion in this district, the superintendent or designee may make such suspension or expulsion from another district effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another district effective.

Prior to enrollment of any student, who is under suspension or expulsion from another district, a remedial conference will be held in accordance with policy JGD.

## **Admission Restriction**

In accordance with 167.171, RSMo, no student may be readmitted or enrolled in this school district who has been convicted of or charged with an act, which if committed by an adult would be one of the following:

1. First degree murder
2. Second degree murder
3. First degree assault
4. Forcible rape
5. Forcible sodomy
6. Robbery in the first degree
7. Distribution of drugs to a minor
8. Arson in the first degree
9. Kidnapping when classified as a class A felony

## **ATTENDANCE**

Students who have good attendance generally achieve higher grades, enjoy school more and are much more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instruction and cannot be entirely regained, even by extra instruction. Consequently, under these circumstances only mediocre success can be achieved in our academic programs. Our school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits. Regular contact with other students in the classroom and participation in well-planned instructional activity under the guidance of a competent teacher is vital to the purpose. Therefore, with these thoughts in mind, the Cassville R-IV Board of Education has directed the implementation of the following attendance policy for Cassville High School students:

1. This policy designates eight (8) days of absence each semester as the maximum allowed for normal circumstances of regular school attendance. The eight (8) days of absence are to accommodate:
  - Doctor/Dentist appt.
  - Graduation or wedding of immediate family member (self, brother, sister, mother or father)
  - Illness in immediate family
  - Injury
  - Personal illness
  - Religious holidays affecting students (some religious affiliated events may be considered with **prior** approval by administration)

The following absences will be “principal exempt” with official documentation. These absences will not be counted against the eight day absences per semester.

- College visit - Seniors: 2 per year, Junior: 1 per year (must be pre-approved and set

up by Counselors)

- Death in immediate family (must have documentation and limited to 3 days)
- Drivers Permit/Test-1/2 day each (2 per year)
- Surgeries
- Court appearance

2. **Any student that has missed over 15 days a semester will be referred to the juvenile office and DFS. Additionally, any student that misses over 15 days in any semester will lose the privilege of regaining credit through Night School or Saturday School. ALL absences may affect any attendance incentive provided by the High School (this will be moved to #2 in this section).**
3. Parents/guardians are responsible for notifying the principal's office when their son/daughter is to be absent from school. **When a student returns to school after an absence, if contact was not made by parent/guardian the student must present a written statement signed by his/her parent/guardian, or a doctor's note, indicating the reason for his/her absence.**
4. On the day the student returns to school he/she should make arrangements with their teachers for make-up work. Students must make up work in a timely manner. Work not made up will become a zero (0).
5. Students requiring unexcused absences will not be allowed to make up work missed during their absence **without teacher approval**. An exception to this rule would be an important family event when the student would need to be out of town with parents. Make-up work would be allowed on such an occasion if the following guidelines were met.
  - a. A parent/guardian conference with the principal/asst. principal must be held several days in advance of the family trip. At this time a decision will be made to grant or deny make-up work.
  - b. A prior approval form must be obtained from the office, signed by the parent or guardian and returned to the office.
  - c. The student is responsible for notifying his/her teachers once make-up work permission is granted.
  - d. The student will turn in all make-up work assignments prior to the student's absence.
6. The principal's office will submit written notification to the parent or guardian of a student when the student has missed a class six (6) times a semester. Parents will also receive written notification after eight (8) absences. Upon the ninth absence in any one class period the principal will meet with the student to review the student's attendance history and at that time assign the student to make up seat time in Night School(s)/Credit Recovery. Credit Recovery/Night school is held Monday through Thursday from 3:30 p.m. to 5:00 p.m. and Saturday school is set at the principal's discretion and is held from 8:00 a.m. to 12:00 p.m. Parents/guardians will be informed by the principal in writing when a student is assigned Credit Recovery/Night School or Saturday School. Failure to serve the assigned seat time will result in loss of credit for one or more classes for that semester. Decisions concerning attendance may be appealed through the principal within five (5) days of receipt of the student's attendance.

7. School sponsored activities will not pertain to this policy; however, students will be required to make up all work missed because of the activity. Students must also understand that some, if not all, of the work may be completed prior to the student's absence.
8. Students of legal age (18 and older) will still be responsible for following the same guidelines of the attendance policy as other students. Married students and students with unusual circumstances will be responsible to confer with the principal for special arrangements concerning their attendance.
9. Students who lose credit due to lack of attendance must continue to attend and participate in all classes regardless of credit status. **In order for students to be eligible for the credit recovery program, students must continue to attend classes and maintain a 50% grade average in each respective class.**
10. **Family vacations: There are times when extenuating family circumstances dictate that a student must be absent for an extended period of time. In these situations, the student will be allowed to make up work if the following guidelines are met**
  - a. **Parent/guardian conference with principal will be held several days in advance**
  - b. **A prior approval form must be obtained from the office**
  - c. **The student is required to notify his/her teachers once make-up work permission has been granted**
  - d. **A decision will be made whether the work will be made up before leaving on the trip or making it up when he/she returns**

## **INDEPENDENT STUDENT STATUS**

Students who have reached the age of 18, and are no longer living at home, may apply to become independent students. This arrangement is specifically designed for students who are married or are receiving no financial support from home. **Independent students are required to report to the principal before signing themselves out. They are also required to report to the principal concerning the reason for their absence during the day they are absent.**

## **ACADEMICS**

### **GRADUATION CEREMONIES**

Only seniors that have completed ALL graduation requirements in time will be allowed to participate in the graduation ceremonies. This is a formal ceremony and proper attire is required to participate. Dress shoes, collared shirt and tie (males) and **no jeans or shorts**. Practice/rehearsal for the graduation ceremony is mandatory or you will not participate. Arrangements will need to be made with employers and/or college classes that are applicable.

Students that have earned NHS, NTHS, Honors, Salutatorian, and Valedictorian will be allowed to wear these cords during the graduation ceremonies. **No other cords will be allowed.** We recognize that many students participate in a wide variety of activities during high



school and would like to have this memory. Therefore, if any student wishes to take pictures with other cords or honors they have accomplished this is acceptable.

## **GRADUATION REQUIREMENTS**

To graduate from Cassville High School all students must have passed 25 units of credit, including:

- 4 units Language Arts
- 3 units Social Studies (including U.S. History and ½ unit of Government)
- 3 units Math
- 3 units Science
- 2 units Practical Arts
- 1 unit Physical Education
- ½ unit Health
- 1 unit Fine Arts
- ½ unit Personal Finance (taken between the sophomore and senior years)
- 7 units Electives

U.S. and Missouri Constitutions required

*A student transferring during her/his senior year may graduate by meeting certain requirements set forth by the Cassville R-IV Board of Education.*

## **RETENTION POLICY**

To assist in keeping students on par for graduation at the end of their fourth year, students must annually earn sufficient credits to be promoted to the next grade. The following cumulative credits are necessary for promotion and they must have been earned by the beginning of the ensuing school year.

- Sophomore status: minimum of five (5) credits
- Junior status: minimum of eleven (11) credits
- Senior status: minimum of eighteen (18) credits

## **CUM LAUDE PROGRAM**

The cum laude system will recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition as outlined below.

The cum laude honors designation will be announced prior to commencement with recognition of the honor student. In addition, the Cum Laude honor will be designated on the diploma and specific honor cords or medals will be worn during the ceremony signifying the Cum Laude level achieved.

## **VALEDICTORIAN / SALUTATORIAN / SUMMA CUM LAUDE REQUIREMENTS**

**Valedictorian and Salutatorian will be recognized based on the Summa Cum Laude requirements.**

### **Credit Requirements:**

4 English: AP English or English IV  
3 Math: Algebra I and higher  
3 Science: Physical Science and higher  
3 Soc. Studies: 1.5  
3 Specified Core Elective (Students must take 2 Foreign language classes in the same language to count in this area)  
1 Fine Art: Any Music or Art  
1 PE: Any  
.5 Health  
.5 Personal Finance (any offered)  
Required Courses, 1.5 Any  
2 Practical Art: Any Business, Ind. Tech., FACS or Ag  
6 General Electives: Any

**Total required = 27 credits including specified electives**

**Student has cumulative GPA of 3.90 or above. Early graduates cannot qualify for this honor.**

Student must be a full time student for the last 2 full semesters at CHS in order to qualify.  
Students competing for this honor may only be an aid for a maximum of 2 semesters.

## **MAGNA CUM LAUDE REQUIREMENTS**

**25 credits required**

**Student has a cumulative GPA of 3.70 or above**

Student must have completed a minimum of 7 successful semesters of high school attendance.

## **CUM LAUDE REQUIREMENTS**

**25 credits required**

**Student has a cumulative GPA of 3.50 or above**

Student must have completed a minimum of 7 successful semesters of high school attendance.

Transfer credits are subject to approval by principal, and must come from an accredited institution.

Weighted grade points will be accepted only if course is given weight at both CHS and the accredited transfer institution.

## GRADING SYSTEM

All scoring will be done by percentage or letter grades. Percentage grades will be converted to letter grades for report cards. The following conversions will be used:

95 – 100	A	73 – 76	C
90 – 94	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	0 – 59	F

Students who receive no credit (NC) in a class will receive a grade equivalent of an F.

### Grading System for performance Classes

Some performance evaluated classes such as physical education (participation), industrial technology (shop projects), FACS (cooking or sewing), vocal or instrumental music (concerts/contests), speech or debate (assigned speeches), and publications (yearbook), may have special requirements regarding make-up opportunities for missed performances or incomplete projects. These individual classroom management plans could include grade reductions or allow no make-up opportunities.

## HONOR ROLL

Principal's List: Students who make at least a 4.0 GPA in all subjects and are enrolled in at least six (6) classes.

High Honor Roll: Students who make at least a 3.67 GPA in all subjects and are enrolled in at least six (6) classes.

Honor Roll: Students who make at least a 3.34 GPA in all subjects and are enrolled in at least six (6) classes.

## CASSVILLE HIGH SCHOOL WEIGHTED COURSES

Weighted courses in each academic area challenge students with the highest level of academic rigor. Usually honors sections include the same content that regular classes within the subject area contain; however, students use materials that are more challenging and pursue their studies with a greater emphasis on research techniques, special projects, current concerns and issues, career opportunities, and independent study. All honor students are expected to read broadly, think critically, and write lucidly.

Weighted courses include:

Communication Arts – AP English IV, Advanced Comm. Art III

Foreign Language – Spanish II, Spanish III, French II, French III, ***Spanish IV and French IV will be weighted when offered.***

Mathematics – Trigonometry, Calculus I, College Algebra, Statistics

Science – Physics, Anatomy/Physiology, Chemistry II, Biology II

Social Studies – Survey of American History

***Students must understand that these classes may not be offered each year.***

The above weighted courses will carry the following grade point values:

A	= 4.33	B	= 3.33	C	= 2.33	D	= 1.00
A-	= 4.00	B-	= 3.00	C-	= 2.00	D-	= 0.67
B+	= 3.67	C+	= 2.67	D+	= 1.34	F	= 0.00

Classes that are non-weighted will remain on the 4-point scale:

A	= 4.00	B	= 3.00	C	= 2.00	D	= 1.00
A-	= 3.67	B-	= 2.67	C-	= 1.67	D-	= 0.67
B+	= 3.34	C+	= 2.34	D+	= 1.34	F	= 0.00

## DUAL CREDIT

Dual credit is defined as a student who is concurrently earning both Cassville High School and college credit **and** receives instruction from a Cassville High School instructor in a high school. Dual credit courses are available through Crowder College, Drury University, and Missouri State University. Dual credit means that both high school and college credits are received. These courses have fees which are the responsibility of the student. Refer to the course description guide for specific prerequisites for enrollment. These courses are listed on page 16 of the Cassville High School Course Description Guide.

## DUAL ENROLLMENT

Dual enrollment is defined as a student who is concurrently earning both Cassville High School and college credit and receives instruction from a college instructor. Weighted grade points will be awarded only to those classes which are also weighted on the CHS campus. CHS will award  $\frac{1}{2}$  unit of high school credit per semester for dual enrollment courses. Students taking dual enrollment classes **outside** of the school day who are awarded college credit receive  $\frac{1}{2}$  unit of high school credit and a **pass grade only**.

## ACADEMIC LETTER

To earn an academic letter a student must have a 3.34 or above GPA in all academic subjects based on first semester grades. They must be attending a minimum of six (6) classes per day, four (4) of which must be academic classes, during both semesters of the qualifying school year. Non-academic classes for which grades will not be included follow: A+ Tutoring, Supervised Business Experience, Supervised Agricultural Experience, MO Options, Office/Teacher Aides, all P.E. classes, all art classes, band, jazz band, all vocal music classes, Wood Technology I and II, Ag. Construction I and II, ESL classes, Computer Practicum, Drama, Credit Recovery, Drafting I and II, Game Design, and other specific courses (Principal will determine). Only classes taken at CHS and SRTC count. Students who transfer to CHS must receive their first quarter grades at CHS to qualify, and they must meet the same requirements listed above. Transfer students who have earned academic letters at other schools may apply to the principal to have those letters accepted for credit at Cassville High School.

## STUDENT ASSESSMENT/TESTING

Students are periodically tested for proficiency in various areas outside of the regular curriculum: Listed below are the assessments we ask each student to take during their high

school years:

State End of Course Assessments (Algebra I, Algebra II, Biology, Government, and Comm. Arts II)

ACT (Will be given to every junior as required by the State of Missouri as well as taken on a volunteer basis by other grade levels)

PSAT (Taken on a voluntary basis for scholarships)

ASVAB (Taken during the junior and /or senior year for career planning and military placement)

## **PROGRESS REPORTS**

Every three weeks, each student will be given a progress report to show how they are doing in their course work. Parents will receive a report in the mail every 3 weeks if a student has a D or an F. These interim reports will indicate productivity both positive and negative in nature. We encourage parents to schedule parent/teacher conferences if the student is experiencing difficulty in a class. Grade cards are normally issued five (5) days following the end of each quarter.

## **TUTORING**

Students will be given the opportunity to attend tutoring sessions and/or study halls that are built into the daily schedule during 8<sup>th</sup> hour should their grade in any class fall below a 70% average at progress report and quarter grade report times.

## **INCENTIVE CARDS**

Students who maintain a 70% or above in all their courses will earn an incentive card. Students, whose grades drop below a 70%, will lose their incentive card until their grades are above the 70% mark. **Students may also lose their privilege time as a result of not meeting disciplinary policies. They will be required to stay in their ACES class during 8<sup>th</sup> hour. This will be the discretion of the Principal or Asst. Principal.**

## **NO TRAVEL POLICY**

Any student that is not turning in class work or passing their classes may not be allowed to leave during the school day for class trips or extra-curricular activities. It will be the coach's, sponsor's, classroom teacher's, and principals' judgment as to the student's ability to participate in those activities if their academics are not where they need to be. Students are strongly encouraged to keep their academics a high priority so they can avoid missing out on these school trips and/or activities. We want all of our staff to work together to keep students eligible and academically on track.

## **DISCIPLINE**

In the following sections, students will find information about conduct as well as a listing of certain rules and regulations governing the activities of the school. These rules and regulations apply to students who are on school property or adjacent property. Engaging in the prohibited conduct or violating the stated rules will subject the student involved to any of the disciplinary actions that have been listed herein. The most severe punishment will be

issued for the more serious violations of prohibited conduct and more serious disciplinary action will be applied to repeated violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct. The students will comply with reasonable directions or commands of teachers, substitutes, aides, principals, bus drivers, or other authorized school personnel. **Students will be considered insubordinate when they refuse to obey any rule or regulation of the school.**

## **DETENTION**

Detention is held on Tuesday, Wednesday, Thursday, and Friday each week before school from 7:10 to 7:55. Detention will be assigned for minor discipline referrals, attendance make-up, etc. Failure to report to detention on the days assigned will result in further disciplinary action. The following rules apply to detention.

1. If you are absent from school on the assigned day of detention, you automatically are re-assigned for the first day of your return.
2. Students must bring academic work to do while in detention. Talking and doing work not related to school are prohibited.
3. Personal electronic devices are not permitted during detention
4. Students will not be permitted to enter detention late or to leave early.
5. Misconduct in detention hall will result in students being sent out, being assigned extra detention days or assigned ISS.

## **IN-SCHOOL SUSPENSION**

### **Purpose of In-School Suspension (ISS)**

The School Board of Cassville R-IV has adopted disciplinary policies that require a student to be assigned to ISS when certain discipline problems arise. After such a disciplinary offense, the administration will confer with the student. The specific charges and reason for the assignment to ISS will be discussed with the student. The administration will contact the parent by telephone or letter concerning the ISS assignment. The Entrance Contract listing the rules of ISS will be signed by the student and the ISS supervisor.

If a student is assigned full time to ISS he/she must earn his/her way back into the regular school schedule by meeting highly specific requirements. During this time, the student is totally restricted from the socially rewarding aspects of school life. The return to this social life should serve as a powerful motivation to change behavior. Furthermore, support services such as counseling will be available to help the student in learning new ways to cope with the school environment.

### **Class Work**

While in ISS, students will work on class assignments made by his/her regular teachers. Each day, the ISS teacher will collect the work completed by the student. Assignments may also be sent via Google Classroom. Assignments will be returned to the student's regular teachers for grading. Students will only be allowed to use their Chrome Books during the first four (4) periods of the school day.

## **Absences**

A student is assigned to ISS for a certain number of days. If the student is assigned for five (5) days, the student **must attend** five (5) days. For any time missed from ISS, the time must be made up. Absences from ISS will result in extending the stay and/or out-of-school suspension. Any time a student is absent from ISS, the student's parents will be called to be informed. If your child is going to be absent or late to ISS, we ask that you call the high school office at 847-3137. Otherwise, we will assume that the tardiness or absence is without your knowledge.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

The Cassville R-IV Board of Education authorizes summary suspension of pupils by principals of the several schools in the district for a period not to exceed 10 days and by the superintendent for a period not to exceed 180 days for such conduct which is prejudicial to good order and discipline in schools or which tends to impair the morale or good conduct of the pupils.

In suspension cases the student will be informed either orally or in writing as to why the suspension is being imposed and will have a chance to respond to the charges and impending suspension. Before the student is reinstated after a suspension, a conference with the parent or guardian may be required.

In the case of a suspension by the superintendent for more than ten days, the pupil or his parents may appeal to the Board. In the event of an appeal to the Board, the superintendent shall promptly transmit to the Board of Education a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore. The Board, upon request, shall grant a hearing to the appealing party as soon as is practicable at a designated date and time with the Board of Education. At the hearing the Board will render a decision based upon the evidence presented.

During any of the above suspension or expulsion the student may not participate in any school activity or remain on school property during the school day, and must stay beyond 1000 feet of all school activities.

Students suspended from school will receive unexcused absences during the suspension period.

Students who come on campus without permission will be turned over to juvenile authorities.

## **AEROSOL PRODUCTS**

In order to provide our students with a safe and healthy environment, aerosol cans are not permitted on school premises, school buses, or at school-sponsored activities. Violations will result in disciplinary action ranging from detention to suspension.

## BUS MISCONDUCT

A school bus driver is responsible for the passengers on the bus. In order to transport students safely to and from school each day, there are rules of behavior that must be followed.

1. Each student is to follow the directions of the driver and conduct himself in an orderly and courteous manner, similar to student classroom conduct.
2. Students are not to yell or scream. Talking is permitted using "library voices."
3. Students are to board and leave the bus in a single file line and in an orderly manner.
4. Students are to take their seats and remain seated facing forward with their feet on the floor at all times until the bus comes to a complete stop and the bus driver gives permission for students to move from their seats.
5. Students are to report any damage to the bus to the bus driver.
6. Students shall not, at any time, extend arms or head out of the bus windows.
7. Students are not to eat or drink during daily bus routes and should help keep the bus clean.
8. Students are not to throw objects on the bus or out the windows.
9. Students are not to use vulgar gestures or inappropriate language on the bus or around the bus stop.
10. Students may not use verbal or physical means to harass or intimidate other riders.
- 11. Students must have a note from their parent or guardian to ride buses other than normal, or to get off at a stop other than their normal stop.**
12. The use or possession of drugs, alcohol, tobacco, or related paraphernalia is prohibited.

Students are subject to district authority and discipline while waiting for, entering and riding district transportation. Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked. Misbehavior on the bus may result in:

- 1. First Offense** – Conference with parent and student
  - 2. Second Offense** – 1 morning detention
  - 3. Third Offense** – 3 morning detentions
  - 4. Fourth Offense** – 5 days bus suspension and 3 days ISS
  - 5. Fifth Offense** – 10-180 day transportation suspension and possible ISS / OSS.
- Additional bus problems or severe offenses may result in long-term suspensions. In severe cases the 1<sup>st</sup> through 3<sup>rd</sup> steps could be bypassed.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

In the 21<sup>st</sup> century cell phones and other electronic devices have proven to be useful tools in the educational setting. Unfortunately, there are times that this can be considered an absolute distraction to student learning. There are also various classroom settings in which they can be a safety hazard; therefore, the use of cell phones and other electronic devices will be at the discretion of the individual classroom teacher. It is always the policy of the high school administration that teachers review their classroom expectations with students on the first day of school and review them periodically throughout the remainder of the school year. **Students who are in violation of the individual classroom teacher's cell phone/electronic device**



**policy will be considered a disruption to the learning environment, and will be disciplined according to the classroom disruption guidelines set forth in this handbook.**

***\*School will not be responsible for lost, damaged, or stolen electronic devices or cell phones.***

## **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parents and the principal's office immediately as to the action taken. It is the administrative expectation that when a teacher notifies the parent of a cheating offense, the teacher is to inform the parent that the next cheating offense will result in ISS.

### **Chrome Book Violation**

Cassville High School provides each student with a Chrome Book to use for school assignments/activities. Students are responsible for bringing their devices to each class and using them appropriately. Students are expected to handle their device with the appropriate amount of care to ensure it is well maintained. Failure to keep the device with them during the day may result in consequences.

1. **1<sup>st</sup> offense** – warning
2. **2<sup>nd</sup> offense** – 1 morning detention
3. **3<sup>rd</sup> offense** – 3 morning detentions
4. **Subsequent** – 1-3 days ISS

Students will be held responsible for repairing or replacing damaged/lost devices.

## **CLASS DISRUPTION**

### **CLASS DISRUPTION/DISORDERLY CONDUCT**

No student shall engage in behavior that disrupts the educational process in the classroom. Misbehavior at school activities or functions is prohibited. Other disruptive conduct on school property, which is a threat to good order and discipline will not be tolerated.

**It is the administrative expectation that teachers redirect and/or conference with students about disruptive behavior. Teachers are also expected to make a parent contact about the student's disruptive behavior prior to an office referral.**

1. **1<sup>st</sup> offense** – Parent contact and 1 morning detention
2. **2<sup>nd</sup> offense** – Parent contact and 3 morning detentions
3. **3<sup>rd</sup> offense** – Parent contact and 3 days ISS
4. **Subsequent** – 3-5 days of ISS or OSS

## **DISRESPECT AND DEFIANCE**

Any act of disrespect, talking back or refusal to comply with a reasonable direction or order by a school employee, is prohibited. These acts are prohibited because they infringe upon the

rights of other students and staff. They also disrupt the educational process.

1. **1<sup>st</sup> offense** – Conference with student + possible ISS remainder of day, up to 3 full days
2. **2<sup>nd</sup> offense** – 5 days ISS
3. **3<sup>rd</sup> offense** – 3 Days OSS
4. **4<sup>th</sup> offense** – 5 Days OSS
5. **Subsequent** – 10-180 Days OSS

## DRESS CODE

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Students are expected to keep themselves well groomed and neatly dressed at all times. Dress and appearance must not present health or safety hazards, be indecent, disruptive, a distraction, or inappropriate for the classroom. Final decision as to the appropriateness of wearing apparel will be at the discretion of the administration. **Due to ever-changing trends in fashion, the administration reserves the right to modify the dress code as needed.**

1. Shoes or sandals shall be worn at all times.
2. Hats, scarves/bandanas or sweatbands are not to be worn in the building
3. Teachers of specific classes, where safety or health is a factor, may require students to adjust hair or clothing or remove jewelry during that period.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco or drugs.
5. Halter tops, spaghetti-strapped sun dresses, transparent blouses or shirts, backless-top outfits, tops exposing the midriff, or any clothing that would display a considerable amount of skin are not acceptable, unless an appropriate cover-up is worn. **No low cut dresses showing too much of a student's chest will be allowed.**
6. Sleeveless shirts or tank tops must have at least a two-inch strap, not cut too deeply on the sides, and the length must extend below the waistband of pants (when standing). **Again, the amount of skin displayed is the major criteria.**
7. **The allowable length of shorts and skirts must extend to mid-thigh.** Tight fitting shorts such as bicycle pants or spandex shorts are not acceptable. Leggings may not be worn by themselves. Leggings are **ONLY** acceptable **if they are covered to mid-thigh. Two layers of clothing may be worn together if they meet the cover-up requirements.**
8. Undergarments are not to be visible
9. Any tattoo that causes a disruption to the educational process is prohibited. Tattoos may not be visible in senior composites.
10. Sunglasses, except those prescribed by physicians, may not be worn.
11. **Jewelry may not be worn in any other manner than is normally accepted. Jewelry that poses a potential safety hazard to any student is not acceptable. Jewelry that cause a clear and substantial classroom distraction, or disruption, for the students is not acceptable.**
12. Unnatural hair color that causes a disruption in the educational process is prohibited. Students will not be allowed to have unnatural hair color for senior composites.
13. Any apparel such as billfold chains, spiked wristbands, necklaces or safety pins that could be used as a weapon is prohibited.
14. Any type of extremism of dress or grooming that has not been stated and a classroom

teacher determines to be a disruption to the learning environment will result in an office referral.

Failure to follow the dress code policy will result in:

1. **1<sup>st</sup> offense** – Warning and corrective action
2. **2<sup>nd</sup> offense** – 3 days ISS
3. **3<sup>rd</sup> offense** – 5 days ISS
4. **Subsequent** – 1 to 10 days OSS

## **EXTORTION, DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY**

No student shall cause or attempt to cause damage or destruction of school property, and no student shall steal or attempt to steal property belonging to the school. CHS will recover damages from any student destroying or stealing school property. Disciplinary action will range from ISS to long-term suspension. Students may also be prosecuted to the full extent of the law. Parents of minor students will be liable for damages caused by the minor.

No student shall cause or attempt to cause damage or steal or attempt to steal property of another student. A student shall not attempt to obtain something of value from another person by either physical force or threat of physical force. Disciplinary action for theft or extortion will include restitution, ISS, or suspension and possible notification of law enforcement.

## **FALSE ALARMS**

Any student tampering with emergency equipment, setting off false alarms, or making false reports will be subject to ISS or 1-180 days of out of school suspension and possible notification of law enforcement.

## **FIGHTING, THREATENING OR ASSAULTING OTHER STUDENTS**

No student shall commit assault and/or battery or threaten to attempt to cause injury or physical harm to another student, nor shall a student strike or beat another student. Disciplinary action will range from ISS to long-term suspension depending upon the severity of the offense and possible notification of law enforcement.

### **Assault**

1. **1<sup>st</sup> offense** – 5 days OSS + 5 days ISS
2. **Subsequent** – 10 – 180 days OSS, possible expulsion

Fighting on school or adjacent property is prohibited. Students should make every effort to avoid fighting. Parents of students receiving out-of-school suspension will be asked to come and pick up their child to begin an immediate suspension. Any student found to be instigating fights is subject to ISS and/or OSS.

### **Fighting, Inciting, Threatening**

1. **1<sup>st</sup> offense** – 3-5 days OSS + 3-5 days ISS
2. **2<sup>nd</sup> offense** – 5-10 days OSS + 5-10 days ISS

3. **3<sup>rd</sup> offense – 10 days OSS**
4. **Subsequent – Recommended Expulsion**

## **FOOD AND DRINKS**

Food and drinks in classrooms may be acceptable under the proper supervision and if the food/drink can be consumed responsibly. Unfortunately, there are times that food/drink can be considered an absolute distraction to student learning. There are also various classroom settings in which these items can create a safety hazard; therefore, policy on food/drinks in the classroom will be at the discretion of the individual classroom teacher. It is always the policy of the high school administration that teachers review their classroom expectations with students on the first day of school and review them periodically throughout the remainder of the school year. **Students who are in violation of the individual classroom teacher’s food/drink policy will be considered a disruption to the learning environment, and will be disciplined according to the classroom disruption guidelines set forth in this handbook.**

## **FORGERY**

Forging notes and/or signatures for any reason is strictly prohibited. A student using a forged note and/or signature and the student who forged the note and/or signature will be assigned three (3) days ISS for the first offense. Additional offenses will range from more days of ISS to OSS.

## **HAZING AND BULLYING**

Any activity that a reasonable person believes could pose a negative impact on the mental or physical health or safety of a student or put the student in an adverse situation is prohibited. This includes, but is not limited to hazing, bullying, cyber-bullying, student intimidation, physical violence, taunting, name-calling, put downs, threats, extortion and exclusion from a peer group. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

Any type of digital/cyber harassment, bullying, and any inappropriate photos or pictures are considered a serious violation. These offenses will also result in a referral to the Juvenile Office or Law Enforcement. In addition, the Cassville Board of Education desires to protect students’ personal privacy in accordance with the law. Thus, students are prohibited from using camera phones or other cellular devices to take photographs or to record photographic images whether in digital or other form during any class or instructional period during the school day without permission from school personnel. In addition, even outside of the school day, students are prohibited from using such camera phones, photographic devices in any school room, which shall include classrooms, offices, locker rooms, restrooms, and any other school facility or location without permission from school personnel. Furthermore, such actions of students may be reported to law enforcement. Students are warned that the transfer, distribution, or posting of images taken in violation of this policy subject them to school disciplinary action and possible referral to law enforcement even if transfer, distribution, or posting occurs off campus.

1. **1<sup>st</sup> offense** – ISS or OSS depending on the severity of the offense.
2. **Subsequent offense** – 10 to 180 days OSS and possible expulsion.

## INAPPROPRIATE LANGUAGE AND GESTURES

The student shall not use abusive, vulgar, indecent, or disrespectful language (in verbal or written form) or use physical gestures that convey obscene or disrespectful acts. Disciplinary action may range from detention to long-term suspension.

1. 1<sup>st</sup> offense – 3 morning detentions
2. 2<sup>nd</sup> offense – 1 day ISS
3. 3<sup>rd</sup> offense – 3-5 days ISS

## LACK OF EFFORT

Any student attending Cassville High School shall attempt to succeed. The high school staff and administration shall not condone failure. Persistent lack of effort to complete or turn in assigned class-work will not be acceptable. Failure to make full use of the 8<sup>th</sup> hour tutoring time by students is also unacceptable. Also, a failure to have the required materials or a failure to dress for physical education may result in disciplinary action if the problem persists. Disciplinary action may range from a conference to a long-term suspension.

## LEAVING ASSIGNED CLASSROOM WITHOUT PERMISSION/Out of Assigned Area

No student is to leave his or her classroom or assigned area without approval from a staff member. Violators are subject to disciplinary action.

1. 1<sup>st</sup> offense – 1 morning detention
2. 2<sup>nd</sup> offense – 3 morning detentions
3. 3<sup>rd</sup> offense – 1-3 days ISS
4. Subsequent -- OSS

## LEAVING CAMPUS DURING THE SCHOOL DAY

Requests by parents/guardians for their children to be excused from school during the day should be made only in cases of emergency. When a request becomes necessary there are two methods by which students may be released.

1. The student should bring a written statement from his/her parents explaining the reason for the request. **The student must present this written request to the office before school in the morning.** The office will issue a *permit to leave*, which the student shall present to his/her teacher for dismissal from class at the appropriate time. **The student must sign out in the office before leaving school.** If the student fails to bring the written statement from his/her parents, his/her parents must be accessible by telephone for verification before the student will be released. If parents or guardians cannot be contacted, the student will not be given permission to leave school.
2. Parents may check students out, in person, at any time during the school day by coming to the high school office. Any student who wishes to be dismissed due to illness must see the school nurse. The nurse shall decide whether to call parents and make arrangements for dismissal. Parents are reminded all absences are included in the students' allowable absences. **Many students will turn 18 before the end of their high school career. This does not, however, permit students to check**

**themselves out without parental consent.**

3. Once students arrive on campus in the morning they are the responsibility of the school. Students are not allowed to leave for any reason once they have arrived on school grounds unless they check out through the office.

Failure to follow above policy will result in:

**1<sup>st</sup> offense** – 1 – 5 days ISS

**2<sup>nd</sup> offense** – Additional ISS

## **LOITERING BY SUSPENDED STUDENTS**

A suspended student is prohibited from being on school property or at any school activities. Suspended students found on school grounds are subject to serious disciplinary action, as well as possible arrest.

## **LOITERING ON SCHOOL GROUNDS**

The presence on campus during school hours of persons not enrolled in school is prohibited. Violators will be warned and may be subject to arrest and charged in accordance with Missouri law.

## **MISSED/SKIPPED DETENTION**

All detentions assigned must be served. If a student misses/skips a detention, one additional detention date will be assigned, along with 1 day ISS. If a student misses a 2<sup>nd</sup> detention, 1 day of OSS will be assigned (this will take the place of remaining additional detention dates).

## **MONETT VO-TECH STUDENTS**

Students attending the Scott Regional Technical Center will be transported each day by bus to Monett. The schedule of departure and arrival will be distributed the first day of school. Students will not be permitted to drive unless extenuating circumstances exist. **Only when permission is granted in advance, by the vocational school director and your high school principal will students be allowed to drive.**

The principal will not grant permission unless he has written consent from the student's parent/guardian. **If a student misses his/her bus, they are to report to the principal's office for instructions.** Failure to follow these guidelines will result in disciplinary action:

1. **1<sup>st</sup> offense** – 1–3 days of ISS
2. **Subsequent** – additional ISS or OSS

In the opinion of the administration, continual disruptive behavior or incidents of severe nature will constitute students being dropped from the Vo-Tech program. The following guidelines will be utilized in selection of students for Vo-Tech:

- Good attendance
- Evidence of satisfactory progress
- Good conduct

- Interest in future vocational career or training
- Eligibility to graduate

## **POSSESSION, SALE, OR USE OF ALCOHOLIC BEVERAGES/CONTROLLED SUBSTANCES**

Any student at school or at a school sponsored event found to be in possession of, or under the influence of, or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs or drug related paraphernalia, including controlled substances and illegal drugs defined as substances under Schedules I, II, III, IV and V in Section 202 of the Controlled Substances Act will be suspended out-of-school ten (10) to one-hundred-eighty (180) days for first offense. Law enforcement officials will be notified. Students reinstated shall be placed on probation with the understanding that if the problem occurs again expulsion will be recommended.

Any student at school or at any school sponsored event found to be selling or distributing any of the above-mentioned substances will be recommended for long-term suspension and law enforcement officials will be notified. Second offense will result in recommendation for expulsion.

Possession, use, sale or distribution of any unauthorized substance not covered in the above paragraphs (including but not limited to stimulants such as Mini Thins, energy pills, diet pills, or other look-a-like drugs) at school or any school sponsored event will also be subject to one (1) to one-hundred-eighty (180) days out-of-school suspension.

## **POSSESSION AND/OR USE OF TOBACCO PRODUCTS ON SCHOOL GROUNDS**

The possession or use of tobacco in any form on school premises or at any school-sponsored activity or event is prohibited. All tobacco paraphernalia, such as lighters, matches, pipes or containers, are not allowed at school. All tobacco products will be confiscated and will not be returned.

Any student found in **possession**, either on his person, in belongings, or in their locker:

1. **1<sup>st</sup> offense** – Confiscation + conference with parent and student + 3 days ISS
2. **2<sup>nd</sup> offense** – Confiscation + 5 days ISS
3. **3<sup>rd</sup> offense** – Confiscation + 3 days OSS
4. **Subsequent** – Confiscation + 5–10 days OSS

Students **using** tobacco products at school, on school property or at school events:

1. **1<sup>st</sup> offense** – Confiscation + conference with parent and student + 3 days ISS
2. **2<sup>nd</sup> offense** – Confiscation + 3 days OSS
3. **3<sup>rd</sup> offense** – Confiscation + 5 days OSS
4. **Subsequent** – Confiscation + 10 days OSS

## **POSSESSION AND/OR USE OF VAPOR CIGARETTES ON SCHOOL GROUNDS**

The possession or use of vapor cigarettes in any form on school premises or at any school-sponsored activity or event is prohibited. All vapor cigarettes paraphernalia, such as lighters,

matches, pipes or containers, are not allowed at school. All vapor cigarettes products will be confiscated and will not be returned.

Any student found in possession, either on his person, in belongings, or in their locker:

1. **1<sup>st</sup> offense** – Confiscation + 3 days of detention
2. **2<sup>nd</sup> offense** – Confiscation + 3 days of ISS
3. **3<sup>rd</sup> offense** – Confiscation + 3 days of OSS
4. **Subsequent** – Confiscation + 5 days of OSS

Students using vapor cigarettes products at school, on school property or at school events:

1. **1<sup>st</sup> offense** – Confiscation + 3 days of ISS
2. **2<sup>nd</sup> offense** – Confiscation + 5 days of ISS
3. **3<sup>rd</sup> offense** – Confiscation + 3 days of OSS
4. **Subsequent** – Confiscation + 5 days of OSS

## **PUBLIC DISPLAY OF AFFECTION**

PDA (embracing, kissing, and any other indecent action) is not appropriate behavior on school property. Failure to comply with reasonable expectations of the school will result in:

1. **1<sup>st</sup> offense** – Conference with parent and student
2. **2<sup>nd</sup> offense** – 1 morning detention.
3. **3<sup>rd</sup> offense** – 3 morning detentions
4. **Subsequent** – 1-3 days ISS

## **SCHOOL SPONSORED TRIPS**

Students must realize that they are representatives of our school and community when they go on school sponsored trips. These trips are an extension of the classroom and proper conduct is expected. Students who misbehave on school sponsored trips or on the bus to and from those trips will be subject to disciplinary action. Disciplinary action will include suspensions from further activity trips and/or ISS or OSS. Students absent from school for school-sponsored activities should contact their teachers and make arrangements for make-up work before they leave on the trip. Students are reminded that some assignments may be required to be turned in prior to leaving for the activity.

## **SEARCH AND SEIZURE**

The administration shall conduct a search and seizure of students or property owned by students, including the vehicle driven by the student onto school grounds, if there is reasonable suspicion by school administrators that a school rule or policy has been violated.

(In most cases, searches will only be considered if there is reasonable suspicion of drugs, tobacco, alcohol, weapons or stolen contraband.) A general search of student lockers may be made by school administration if there is prior information available justifying the search.

At the reasonable discretion of the school administration, the police may be involved when



evidence of criminal activity is uncovered or when the student refuses to cooperate with school administrators conducting the search. The student's parents shall be notified, if police involvement is requested. A student refusing to cooperate is subject to immediate suspension.

## **SEXUAL HARASSMENT**

Students using verbal, written or symbolic language that is sexually harassing will be subject to:

1. **1<sup>st</sup> offense** – Conference with student + ISS, or 1-180 days of OSS, or expulsion.
2. **Subsequent** – 10 to 180 days OSS and possible expulsion

## **SKATEBOARDS/ROLLER BLADES**

Due to the possibility of injury and theft, skateboards, roller blades (including shoes equipped with skates) and other similar items are prohibited on school grounds at all times. This includes all school activities such as football games, track meets, etc.

## **SPORTSMANSHIP**

Students are expected to maintain proper sportsmanship at all ballgames and extra-curricular events, both home and away. The key aspect to keep in mind is that we should never do anything to disrespect our opponents, the officials, or any other participant in the contest. Be loud and boisterous, but do it in a positive and supportive manner for our team, not at the sake of our opponents.

## **STUDENT DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provision outlined in the Board's policies and regulations on student suspension and student expulsion.

## **TARDINESS**

**Any student who arrives at school after 8:10 a.m. (7:50 a.m. for an early bird class) must sign in at the office.** This will assure accurate attendance reporting. Promptness to class is very important. Students are to be in their class when the bell sounds. Students who report to class late as a result of being released late from another class or working late for another teacher should bring a note with the time released and signed by the teacher. Students who do not have a note signed by that teacher are unexcused and will be recorded as tardy by the classroom teacher. **Tardies will be documented by quarter and managed by administration.**

1. **1<sup>st</sup> offense** – warning
2. **2<sup>nd</sup> offense** – warning
3. **3<sup>rd</sup> offense** – Teacher referral, student conference and 3 morning detentions
4. **4<sup>th</sup> offense** – Teacher referral + 5 morning detentions
5. **5<sup>th</sup> offense** – Teacher referral + 1-3 days ISS
6. **Subsequent** – Conference with parent and student + OSS

## **TRUANCY OR BEING ABSENT FROM SCHOOL WITHOUT PERMISSION**

A student shall not be absent from school without parent/guardian and/or school authority's prior knowledge and consent. After arrival on school grounds, a student absent from classes without permission from school authorities shall be considered as truant. The student cannot leave campus for any reason except with parent/guardian and school authority permission, and must check out in the principal's office before leaving. If the student returns during the same day, the student must sign back in.

Violation of this rule will subject the student to:

1. **1<sup>st</sup> offense** – 3 days ISS
2. **2<sup>nd</sup> offense** – 5 days ISS
3. **Subsequent** – 10 days ISS

## **VERBAL ABUSE OR ASSAULT TO A SCHOOL EMPLOYEE**

Any student who uses disrespectful language to a staff member that is threatening in nature or who attempts to cause injury to a school employee shall be suspended for one to one-hundred-eighty (180) days OSS. The student may be readmitted or recommended for expulsion, depending on the circumstances. Also, charges may be filed with the local authorities.

## **WEAPONS, DANGEROUS INSTRUMENTS, CONTRABAND AND FIREWORKS**

Students shall not possess, handle, store, deliver or transmit any type of knife, razor, ice pick, explosives, pistol, rifle, shotgun, pellet gun, firecrackers, smoke bombs, stink bombs, cherry bombs, or any other kind of fireworks that could reasonably be of danger to students or could cause damage to student property, or that could be disruptive to the learning climate of the school or create a disruption on a school bus.

Any object that might reasonably be considered a weapon, dangerous instrument, or contraband material is also prohibited. These items shall be seized by school authorities, and the student may be suspended with ISS or OSS from school one (1) to one-hundred- eighty (180) days depending on the severity of the offense. Should injury or physical harm result from one of these items, the student may be recommended for expulsion.

## **POSSESSION OF POCKET KNIVES (of any length)**

Students are not allowed to carry a pocket knife with them on school grounds. Violation of this expectation will result in confiscation of the pocket knife and parent contact. Any subsequent violation may result in OSS.

## **BEHAVIOR NOT COVERED ABOVE**

Cassville High School reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules. It should perhaps be noted here that there are certain rules and regulations protecting rights of school personnel as well as rights of students. It is the law in Missouri that any parent/guardian or other person who shall visit any school and

abuse or insult any management staff in the presence of the students thereof shall be guilty of a misdemeanor. It is also the law that any person who shall abuse or insult a teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and subject to punishment for the violation of that law. These laws apply whether or not the teacher is on the school grounds as long as the teacher or other school personnel is performing his/her duties in accordance with her/his contract with the school. It should also be noted that there is a specific law in Missouri that provides that any person who is not a student who, after being duly notified to keep off the school grounds during school hours by the Board of Education, or the Superintendent, Principal, or Assistant Principal in charge of any such school, shall continue to trespass on or go upon said ground whether at break or during sessions of school, shall be guilty of a misdemeanor.

## **OTHER INFORMATION**

### **ACCIDENTS / INJURIES**

Any accident (especially one resulting in an injury) should be reported immediately to a teacher, coach, school nurse or the administrative offices. The school nurse will notify parents and make arrangements for transportation home or for medical attention.

It shall be the responsibility of the student to report all accidents involving claims and to deliver accident reports to the physician as may be provided in the policy.

### **AUTOMOBILES**

**All students driving a car to school must have a valid driver's license and their car must be registered in the high school office.** All cars parked on school property will be subject to search if there is reasonable suspicion by school administration of a school rule or policy violation. **Cars must display parking permits at all times.** Student parking is allowed in the two (2) parking lots immediately north of the high school building. When students enter the school grounds, they are to drive directly to the parking lot and park their car. Students are not to remain in cars after they have arrived on the school campus and parked their cars. Cars are to be parked within marked spaces and locked.

Once a car is parked, it is not to be moved until the student is dismissed. **Students should remove all of their school supplies and not return to their vehicles during the school day. Once students arrive in the parking lot they are not allowed to leave unless they check out in the office.**

For safety reasons, vehicles should not be driven over ten (10) miles per hour on school grounds. Failure of a student to park properly in designated area may result in the loss of privilege to park on school grounds and the vehicle may be towed at the owner's expense. Any student who fails to drive safely on streets adjacent to school will be subject to a loss of driving privileges or a three (3) day suspension. He/she will also be reported to the appropriate law enforcement officials.

### **CHANGE OF ADDRESS**

Any student who changes their address or telephone number should have their

parents/guardians report this change to the office in writing as soon as the official change of address has been made.

## **CUSTODY OF STUDENTS**

Students shall not be released to the custody of anyone except their parents or legal guardians, or person(s) designated in writing by their parents or legal guardians.

## **ELIGIBILITY FOR EXTRA/CO-CURRICULAR ACTIVITIES**

Student activities are a vital part of the total educational program. In order to represent CHS in interscholastic competition, a student must meet all eligibility requirements of the MSHSAA as well as the following school requirements:

1. Students must attend school the day of the contest or have their absence pre-approved by the principal/assistant principal. Any unexcused absence will result in student being ineligible that calendar day.
2. All OSS must be completed before a student may participate in a competition
3. Students must follow additional rules as set by the teacher/coach.
4. Students must maintain a "C-" average, 1.67 on a 4-point scale, and have passed six (6) classes, during the preceding semester prior to participation to be eligible for extra-curricular activities.

## **FUNDRAISERS**

All fund raising projects by any student group must be approved in advance by the principal.

## **INCLEMENT WEATHER**

If it becomes necessary to dismiss school due to inclement weather, the announcement will be broadcast on the radio and TV stations listed below:

All Springfield and Joplin TV Stations (including KY3, KOLR-10, KAFX, KSPR, KODE, KSN and KOAM)

Radio Stations include KKBL in Monett and KSWM in Aurora

Please do not contact school officials unless it is an emergency.

## **INSURANCE**

Students must have accidental/medical insurance to be eligible to participate in extra-curricular activities. If a student does not have insurance, the High School Office has applications for insurance provided by Philadelphia American Life Insurance Company.

## **LOCKERS**

Each student is assigned a locker. The student using the locker is responsible for the care of that locker and is not to deface the property in any way. Students are not allowed to share lockers with other students or change lockers without approval from the assistant principal.

**Bottles, cans, cups, or any liquid containers are not to be kept in lockers.** This also includes empty or partially empty containers. Under no circumstances should money or other valuables be kept in lockers.

Cassville High School provides a combination lock for each locker. The lock must be returned at the end of the year in good condition, or a damaged or lost fee will be assessed. Only locks furnished by CHS are to be used. Lockers are to be kept locked when not in use to ensure the safety of the contents. The administration of CHS reserves the right to search any and all lockers at whatever time and for whatever reason we deem necessary. We reserve this right to maintain the integrity of the school environment and to protect other students.

## **BOOK BAGS**

Book bags may be used to transport books to and from school only. Their size should allow them to be folded and stored in the student locker during school hours. Backpacks, sling bags, book bags, etc. are **NOT** allowed in classrooms.

## **LUNCH MONEY / BREAKFAST MONEY**

Lunch/breakfast money should be turned in, in the appropriate envelopes, prior to the beginning of 2<sup>nd</sup> hour for the money to be applied to the students account that day. Students are allowed to purchase one tray and one extra entrée, as well as all the a-la carte items they want. Students must have money on their account to purchase extra entrée and/or a-la-carte items.

## **LUNCH PERIOD PROCEDURES**

Cassville High School has a closed campus lunch schedule. All students will remain on campus. All students who eat lunch must eat in the cafeteria. Students may not go to the parking lot nor have visitors during lunch.

1. Horseplay or scuffling is not permitted.
2. Students may not cut in line or save places for other students.
3. Food may not be thrown or taken from others.
4. Report spilled food to the supervisor so it may be cleaned up as soon as possible.
5. Students must take trays back and clean up trash and food from tables.
6. Fast food orders may not be eaten in the cafeteria during lunch periods.
7. Students must have their ID card with them; those who do not will be asked to wait at the end of the line.

Failure to follow these guidelines will result in a conference, cafeteria clean up or detention.

## **PERSONAL PROPERTY**

The security of personal property is the individual responsibility of each student. The school cannot accept responsibility for the valuables of students. Should you have an item of value you are particularly worried about, it can be checked in at the office for the day. **Physical education students should not leave valuables unlocked in the locker room.**

## **SCHOOL DANCES**

All school dances are supervised by school personnel. These functions are intended to help

students adjust socially to school life and their peers. Any student wishing to bring an out-of-school date must fill out an application for that student prior to the dance and have them approved by the principal. **No student, in school or out of school, below the ninth grade or 21 years of age or older will be allowed to attend.** ALL students must sign up for junior/senior prom. Dancing or behavior deemed inappropriate by school personnel will not be tolerated. Failure to comply will result in immediate dismissal from the activity and the potential loss of future privileges.

## **SCHOOL PUBLICATIONS**

All school publications are provided as educational endeavors and are subject to approval by the staff member in charge of all publications and the administration of each building.

## **SKIP DAYS**

Skip days taken by a class level are not condoned by the principal's office. Absences will count toward student's total absences.

## **TEXTBOOKS**

Textbooks are loaned to students for use during the year. Students are responsible for the care and condition of books while loaned to them. Students will be charged for damage to, destruction of, or loss of textbooks. Students will be charged full purchase price for a lost or destroyed textbook. The average cost of a textbook is \$100.00.

## **USE OF TELEPHONES**

The office telephone is available for student usage outside of class time if deemed necessary by office personnel. Students will not be excused from class to make telephone calls. Students will only be called from class to take a telephone call in case of emergency. Other important messages will be taken by the school secretary and forwarded to the student.

## **VISITORS**

Students not enrolled in school are not permitted to visit classes during school hours. All visitors must check in at the principal's office upon arrival on campus. All visitors must wear a visitor badge while in the building.

## **WELLNESS POLICY**

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. For the most current information on our Wellness Policy, please visit: <http://cassville.k12.mo.us/>

## **WITHDRAWALS**

Parents should accompany students wishing to withdraw from school. A check-out form will be used to clear the student of his/her obligation in each class. All textbooks and all library books must be returned. He/she must also clear through the office, and all fines and service charges paid. Any student not following procedure will not receive his/her transcript.

## **SCHOOL SERVICES**

### **A+ SCHOOLS PROGRAM**

Cassville High School has been selected by the Missouri Department of Elementary and Secondary Education as an A+ School site. The A+ Schools grant has provided the opportunity and funding for Cassville to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational/technical training, or college.

The three major goals of the A+ Schools Program are that:

1. All students will graduate from high school;
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations;
3. All students proceed from high school graduation to a college or post-secondary vocational or technical school or high wage job with work place skill development opportunities.

Depending upon availability of state funding, Cassville High School students will be eligible for **two years tuition and fees from any Missouri public community college, vocational school, or technical school**. Students will be entitled to receive the A+ financial incentive if they have met the following requirements:

- ◆ Students must be a United States citizen.
- ◆ Attend a designated A+ school for three consecutive years.
- ◆ Maintain a grade point average of 2.5 on a 4-point scale.
- ◆ Maintain a high school attendance record of 95%.
- ◆ Tutor or mentor other students for 50 hours.
- ◆ Maintain a record of good citizenship.
- ◆ Avoid the unlawful use of alcohol and drugs.
- ◆ Enroll and attend on a full-time basis, a Missouri public community college or technical school, maintaining a GPA of 2.5 on a 4.0 scale.
- ◆ Attempt to secure all available federal financial assistance funds by filing a FAFSA form.
- ◆ Male students must register for the selective service after their 18<sup>th</sup> birthday to qualify for A+ funds.
- ◆ Student must be a full-time student (attend 7 hours a day)

*For more information regarding the A+ Program, visit with your counselor or A+ Coordinator at 847-4016.*

## **ACES (ADVISEMENT FOR CAREER AND EDUCATIONAL SUCCESS)**

Each student is assigned a teacher advisor within the ACES program. ACES advisors are there to provide assistance for students with potential questions and problems that might arise during the school year. Parents are encouraged to utilize the ACES advisor as another contact person for effective communication between home and school. Help in student scheduling is also provided within ACES sessions.

## **STUDENT REMEDIATION**

Progress reports will be sent out every three weeks. If a student has a D or an F in any class, they will be required to attend 8<sup>th</sup> hour (2:44 – 3:15) to receive additional time and help to improve their grade. Each student that has a D or an F will stay in 8<sup>th</sup> hour a minimum of three weeks. Students will also lose their incentive card for the three weeks they are in 8<sup>th</sup> hour for remediation.

## **ATHLETICS**

Baseball  
Boys / Girls Basketball  
Boys / Girls Track  
Cheerleading

Cross-Country  
Football  
Golf  
Soccer

Softball  
Volleyball  
Wrestling

## **COUNSELING**

Academic, vocational, and personal counseling is available to all students in grades K-12. Students will be assigned to one of two high school counselors for advisement purposes and are encouraged to seek help if questions arise.

To visit the counseling offices, students are asked to follow the procedures listed below.

1. Each student must have teacher permission and a signed hall pass to visit the counseling center.
2. Students may come to the office before school or between classes and should allocate enough time to avoid tardiness to class. In most cases tardiness will be considered avoidable and will not be excused.
3. At the end of the counseling visit, all students should secure a hall pass signed by the counselor or secretary to return to class.

## **MEDIA CENTER**

The CHS media center will provide leisure reading materials and resource materials for the curriculum needs of all students and teachers. Materials available in the media center are purchased for use by everyone in the school. Cooperation and courteous behavior will be expected of everyone using the media center. The media center is open before and after school, during the lunch periods, and through all class periods. During class hours students may come to the library with their entire class or with written approval by their teacher. Library passes will be required of individual students wishing to use the media center during class hours.



All fiction and non-fiction books may be checked out for two weeks. Reference materials may be checked out for one day.

Magazines may NOT be checked out (they are irreplaceable). There is a copy machine available in the media center so that the student may copy articles that they need. Copies cost the students 10 cents per page.

If material is not returned to the media center, the student will be responsible for paying to replace the material. At the end of each quarter overdue materials will be recorded in the office and the student's grade card will be held until the situation is resolved.

## **NATIONAL HONOR SOCIETY**

Students are selected for membership by a faculty council on the basis of scholarship, leadership, character and service. Membership is an honor and a responsibility and is based on the standards of the Cassville Clara Astra Chapter and the National NHS Constitution. Scholarship is achieving and maintaining at least a cumulative 3.3400 grade point average on a 4-point scale. Students must be enrolled in seven (7) classes at the time of selection. They also must be enrolled in a minimum of four (4) academic classes. The following guidelines help to better define leadership, service, and character.

### **The student who exemplifies leadership:**

- **Is resourceful in problem solving and making suggestions**
- **Demonstrates initiative in promoting school and community activities**
- **Exercises a positive attitude and influence on peers**
- **May successfully hold office in school and/or community organizations**
- **Is thoroughly dependable**

### **Service is confirmed by the student who:**

- **Upholds scholarship and a positive outlook on learning**
- **Participates in community activities such as church or Scouts**
- **Volunteers assistance and carries out the responsibility**
- **Works well with others**
- **Shows courtesy by helping teachers, peers, and others**

### **The student of character:**

- **Takes constructive criticism and suggestions**
- **Is consistently cheerful and friendly**
- **Uses appropriate language**
- **Cooperates by upholding school rules**
- **Upholds principles of morality and ethics**
- **Shows courtesy toward every person**
- **Manifests truthfulness and would never willingly cheat**
- **Actively helps rid the school of bad influences or environment**

## **Selection Procedure**

Students who are eligible academically are asked to submit a form that lists their achievements, organizations to which they belong, any office they have held, and community service. Any student who does not complete this form and turn it in to the sponsor by the deadline is ineligible for consideration.

Each high school teacher is given a list of all students who qualify scholastically and are asked to comment on each student they know as a class member, as a participant of an extracurricular organization or as a volunteer for a community group, etc. When the faculty selection committee meets to choose new members, it reviews each candidate's form and every teacher's comment on that individual sheet. At that time, the committee votes on the student, based on the completed student form and information provided by the teachers.

This procedure is in accordance with NASSP standards and the National NHS Constitution. If any student needs more information about National Honor Society, he/she may see the sponsor for copies of the constitution.

Once a student is selected to NHS, there will be specific requirements he/she must meet in order to maintain membership in the organization. The NHS sponsor will provide these requirements to students who meet the qualifications for application to NHS.

## **SCHOOL NURSE**

Nursing services are available to all students. Students should secure permission from their teachers to see the nurse. Any student who does not feel well should report directly to the school nurse. The nurse will make the determination as to the extent of illness and make necessary arrangements.

School personnel will not provide students any medication. **If a student must take any type of medication (prescription or non-prescription) from home, he or she must take the medication to the nurse's office in the original prescription bottle.**

## **STUDENT ORGANIZATIONS**

A student organization must have an educational objective and be for the purpose of promoting better education and/or student's interest in their educational pursuits. Also each student organization must have a staff member to act as a sponsor to ensure that the goals of the organization are met. Any club or school organization shall have a written constitution stating its purpose, eligibility for membership, and procedure for electing officers. A list of all current members should be given to the office one week following the first meeting of the school year.

Any student who is a member of a school organization and/or club or an officer of such organization and/or club shall comply with all rules and regulations of the organization and/or club as established by the advisor and/or school administrator. Any violation may result in removal from the club and/or organization and office as determined by the school administration and/or advisor (School Board Policy, 1982). If a student desires to be a member of more than **four (4) organizations**, not counting National Honor Society and Student Council, permission from the principal must be granted. The following is a list of student organizations offered at CHS:

### **District Sponsored/Co-Curricular Groups:**

Concert Band

FBLA (Future Business Leaders of America)

FCCLA (Families, Careers & Community Leaders of America)  
FFA (Future Farmers of America)  
Foreign Language Club  
FTA (Future Teachers of America)  
Jazz Band  
Knowledge Bowl  
Marching Band  
Mask & Gavel  
NHS (National Honor Society)  
School Publication (Yearbook)  
Speech & Debate  
Student Council  
TSA (Technology Students of America)

**Non-Curricular Activity or Group:**

Faith Foundation  
FCA (Fellowship of Christian Athletes)  
Library Club  
SADD (Students Against Destructive Decisions)

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The high school campus is asbestos free. The 14<sup>th</sup> & Main campus has only non-friable in some floor tile and window panels and some friable contained in a wall in the intermediate/primary wing. Through proper management this will be maintained in place, so we will continue to provide a safe learning environment for our students. A copy of our management plan is available for review at any of our administrative offices. If you should have any questions concerning this matter, contact Dusty Reid at 847-5573.

**SCHOOL RECORDS RELEASE OR REVIEW**

The Cassville R-IV School District will not collect, disclose or use personal student information for the purpose of marketing or selling that information. The Missouri Sunshine Law requires school districts to release information collected for other purposes, such as enrollment to any person who requests it.

The information collected during enrollment or at other times that is considered “directory information” is a public record. The school district has no control over how this information may be used after being obtained. Directory information shall include the student’s name, parent’s name, address, telephone number, date/place of birth, grade level, dates of attendance, other schools attended, participation in activities and sports, honors and awards received, weight and height of members of athletic teams and photographs of regular school activities. Directory information will not include specific academic information that is considered an invasion of privacy.

Parents may request not to have this information provided without parental permission. Parents must provide notice in writing to the school district within 10 school days after this notice to have their child’s directory information removed from the listing.

In any case where the Cassville R-IV School District chooses to participate in a survey or other collection of data for the purpose of marketing, the district will notify parents of the date any such information will be collected. Parents, upon request, may provide the information requested. This policy does not apply to information collected to develop or evaluate curriculum, post-secondary recruitment, student assessments and fund raising activities.

The disclosure of a student's educational records will be made only with the written consent of the parent with the following exceptions: to school officials, to officials of another school in which a student seeks to enroll, to law enforcement personnel and to comply with a judicial order or subpoena.

### **NOTIFICATION OF RIGHTS UNDER FERPA:**

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

- The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

<http://dese.mo.gov/schoollaw/freqaskques/FERPA>

### **INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT:**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cassville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Amy Stephenson, Special Education Director at 417-847-4008.

### **TELECOMMUNICATIONS / COMPUTER USE POLICY**

It is the belief of Cassville R-IV School System that the educational benefits to students and teachers using computers and having access to various online services, networking, and the Internet far exceed any potential disadvantages. The ultimate responsibility of setting and overseeing guidelines that students should follow when accessing the Internet and online services must lie with the parent(s) and guardian(s). The Cassville R-IV School System supports and respects each family's right to decide whether or not to apply for access.

Cassville Schools can control neither the online information, nor the content of such information. The majority of sites on the Internet provide a wealth of educational opportunity to schools and students; however, some sites may contain information that is pornographic in nature, defamatory, inaccurate or potentially offensive to some users. While the intent of Cassville R-IV Schools is to provide the internet and online services to further its educational goals and objectives, parents should be aware that students will have access to potentially unacceptable resources, if they disregard the school's access limitations stated below.

### **Use of the School Computers and the Internet is a Privilege, Not a Right!!**

The student and his/her parent(s) or guardian(s) must understand that student access to any network is being developed to support the school system's educational mission. The specific conditions and services being offered will change from time to time. Cassville R-IV Schools makes no warranties with respect to network services and specifically assumes no responsibilities for:

1. The content or any advice of information received by a student from a source outside the Cassville R-IV School System;
2. Any costs, liability or damages caused by the way the student chooses to use his/her network access or which involve physical damage to the computer hardware or software;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Cassville R-IV School System;
4. The privacy of e-mail, which cannot be guaranteed.

### **As a Student, I Will:**

- Limit my use of telecommunications in school to the educational objectives established by my teacher(s);
- Never abuse or misuse the computer hardware or change any portion of the programming available and I will reimburse the school for any damages I cause;
- Not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type;
- Follow the rules of network etiquette, which include the use of appropriate language and polite responses;
- Not use abusive language of any type, including swearing and name-calling; I will not divulge my home address, phone number, and personal information to another user for any purpose;
- Understand that information received online is private property, unless specified;
- Not plagiarize information received in any form;
- Not use another person's account;
- Not share my password with anyone else;
- Not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online service privileges;
- Not interfere with or disrupt network users, services, traffic or equipment. (Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network);

- Print only to the local printer;
- Not use telecommunications access provided by Cassville R-I Schools for illegal purposes of any kind.
- Not use telecommunications to access or send threatening, obscene, or harassing materials.

**General Information:**

1. Telecommunication network access provides potential opportunities for educational benefits. However, Cassville R-IV Schools has no reasonable means to control the content of communications or information disseminated on the Internet or other online services. Moreover, Cassville R-IV Schools lacks the ability to monitor the dissemination of communication by students. Pornography and defamatory or inaccurate information that is offensive in nature may be accessed through online services and unlawful or inappropriate student communication may serve as a basis for criminal and/or civil liability. Therefore, it is necessary that parents or other responsible adults provide informed consent to student computer use and online access.
2. The principal of each school shall maintain a consent and waiver form signed by a parent or other responsible adult for each student who is given computer and telecommunication access.
3. The principal of each school that offers student telecommunication access shall cause the termination of individual student graduates, transfers from the school, students who have dropped out, or occasionally review the students who are afforded telecommunication access to insure that all appropriate termination of student access has occurred.
4. Prior to providing individual student telecommunication and computer access, the Consent and Waiver Form on the following page must be signed by the student and parent(s) or guardian(s) and kept on file in the Media Center.