# *CASSVILLE*

# *MIDDLE SCHOOL*



*STUDENT HANDBOOK*

*2013-2014*

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 **STUDENT HANDBOOK**

 **2013-2014**

**STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_ LOCKER NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADMINISTRATION**

# Superintendent…………………………..Richard Asbill

Director of Operations………………..…..Joe Cavness

# Director of Instructional Services……….Jill LeCompte

# Principal .Melanie Stringer

# Assistant Principal…………………….Ben Abramovitz

# Director of Special Services………...Amy Stephenson

 **SECRETARIES**

Middle School..........… ….......………………Netta Ellis

 Carol Atkinson

 **COUNSELOR**

Middle School……….........……....................Amy Cole

 **TEACHERS**

6th Grade…………............Sherri Brooks (Math/Science)

Janet McNeil (Comm Arts/Soc. Studies)

 Shari Rhea (Comm Arts/Soc. Studies)

Janet Kice (Math/Science)

Ann Nickle (Comm Arts/Soc. Studies)

Darlene Post (Math/Science)

## 7th Grade…………..........……Kaye Hughes (Comm Arts)

Catina Johnson (Social Studies)

Jennifer Pendergraft (Math)

Darren Rhea (Science)

Scott Stringer (Special Services)

8th Grade…..……….……........…..Donna Fazzini (Math)

Christy Hermansen (Comm Arts)

Leisa Lasley (Special Services)

Garrison Earnest (Science)

Chris Kell (Social Studies)

**ADDITIONAL TEACHERS**

Physical Education and Health……........Mandy Henry

Chris Shore

David Large

Agriculture..........…..........…………….…...Kelin Kruse

Art……………………...………………….Debra Curnes

Computers……………………..………Alene Campbell

Family and Consumer Science...…………….Ann Ellis

Industrial Arts……………………..…….……..…….David Hopper

Instrumental Music………………….Stephanie Montez

Scott Frederickson

# Vocal Music……………………………...Connie Bishop

Special Services…………….…....…..….Tina Hemphill

ESL………………..….……………….....Telisha Padilla

# Librarian…..…………………….…..……Becky Haynes

Intervention…………….…..Ron Hudson/Rick Lawson

**MISSION**

Through a quality education the Cassville R-IV School District will challenge and support students to 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. Creating a 21st century learning environment
2. Focusing on literacy for all students grades K-12
3. Initiate a strategic response to address student needs
4. Develop grading practices that reflect student learning

**GOALS**

1. Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic and career goals.
2. Recruit, attract, develop, and retain highly qualified staff to carry out the Cassville R-IV School District mission, vision, goals, and objectives.
3. Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
4. Promote, facilitate and enhance parent, student, and community involvement in the Cassville R-IV School District educational programs.
5. Govern the Cassville R-IV School District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

##### NOTE TO PARENTS

No matter how hard parents, student, and school personnel try, there could be times when there are disagreements. Here are some tips to help you through problems.

If your child reports a problem at school, make sure you get the “whole story” before reacting. Most problems are not serious enough to need parental involvement, and it might be beneficial to the child to wait and give him/her a chance to solve it.

Do not criticize teachers or school officials in front of your children. Handle complaints directly with the appropriate school personnel. Be sure to follow the correct procedure for resolving a problem. Talk to teachers first, then the principal, and then the superintendent.

Try to avoid angry confrontations with teachers or other school personnel. You should try to settle each problem without causing lasting damage to your relationship with the school. Parents and school personnel are on the same team. There are no enemies when a child’s future is at stake.

##### DIRECTORY INFORMATION

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 inspect any survey or instrument used to collect personal information and may decline to 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 a school official, 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.

Parents with questions about this policy should contact their child’s principal.

##### EQUAL EDUCATIONAL OPPORTUNITIES

Cassville Middle School will provide an educational environment for equal educational opportunities for all students. Educational programs, services, and extra-curricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

##### FERPA / PPRA

CMS adheres to the guidelines set by the No Child Left Behind Act of 2001 (NCLB), which amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each State educational agency (SEA) and each local educational agency (LEA) of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). Detailed information may be found at <http://cassville.k12.mo.us> or by calling the principal or superintendent.



**2013-2014 SCHOOL CALENDAR**

First Day of School......................................August 12

August Break (No Students)………………..….August 30

Labor Day (No School)…..…………...…….September 2

PD Day—8:00-3:30 (No Students)………… September 23

PD Day—8:00-3:30 (No Students)…………….. October 14

Parent/Teacher Conferences………...October 23 &24

October 23: 3:30 p.m. – 6:00 p.m.

October 24: 3:30 p.m. – 6:00 p.m.

Fall Break (no school)………………………...October 25

PD Day—8:00-3:30 (No Students)……..…… November 1

Thanksgiving Break (No School)…..….November 27-29

PD Day 8:00-3:30 (No Students)…………...December 2

End of 1st Semester (1:00 Dismissal)………December 20

Christmas Break (No School)….…...…December 23-31

New Year’s Day (No School)……………….January 1-3

School Resumes …………………January 6

PD Day—8:00-3:30 (No Students)……………....January 20

Winter Break (no school)……..…….February 14 and 17

Spring Break (no school)……..…………..March 14 & 17

Parent/Teacher Conferences ……….March 26 and 27

March 26: 3:30 p.m. – 6:00 p.m.

March 27: 3:30 p.m. – 7:00 p.m.

PD Day—8:00-3:30 (No Students)…….............March 31

Easter Break (no school)……………………April 18 & 21

1:00 Dismissal/Last Day of School…………….May 16

### EARLY DISMISSAL DAYS

# December 20………...........................….…………1:00

May 16…………………………………………….....1:00

### NO STUDENT ATTENDANCE

Labor Day………………………………….September 2

Professional Development Day………..September 23

Professional Development Day…………...October 14

Fall Break…………………………………….October 25

Professional Development Day……….....November 1

Thanksgiving………..………………November 27—29

Professional Development Day………….December 2

Christmas/New Year’s…….December 23—January 3

Winter Break………………………….February 14—17

Spring Break……………………………....March 14-17

Professional Development Day……….……..March 31

Easter Break……………………………….April 18—21

##### CALENDAR SUPPLEMENT

Day Missed Make-up Day

1…………………………...………………...........May 19

2…………………………...………………………May 20

3…………………………………………………...May 21

4…………………………………..…………February 17

5……………………………..………………….March 17

6…………………………………..……………….May 22

7……………………………………………..February 14

8……………………………………..……….…March 14

9…………………………………...………………May 23

10….……………………………………………March 31

**ATTENDANCE POLICY**

Good attendance is a must for academic success. Irregulari­ty in attendance is the greatest contributing cause of failure. One day of absence can cost two days of school work: the day of absence and the lack of preparation for the day of return. However, we understand that illness and family emergencies do occur. Parents are asked to notify the school as soon as possible if their children will be unable to attend class. It is essential to the safety, as well as to the educational progress of the child that the school and parents communicate when a child is not in attendance. An automated calling system automatically phones the home of all students who are recorded as absent.

Following an absence, students are to bring a parent-signed statement to the princi­pal's office listing the date and reason for the absence. Excused absences are listed below.

1. Illness (personal or in the immediate family)

B. Death in the family

C. Doctor or dental appointment

D. Injury

E. Appearance in court

F. Extenuating circumstances as approved by the principal in advance

Other absences will be unexcused and students could receive no credit for work completed. In cases where a student has excessive absences, the district will contact the Children’s Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law.

Students with excessive absences may be placed in an Intervention program in order to make up assignments or undergo remediation.

### EXTENUATING CIRCUMSTANCES

If a child must travel with the parents while school is in session, the absence will be excused if the following procedures are followed (excused absences will count against perfect attendance):

1. The principal is notified ahead of time by the

 parents and she/he approves the absence.

**2. The student obtains all assignments from the**

 **teachers before leaving.**

**3. The student must have all home work**

 **completed upon returning to class.**

Students are responsible for making arrangements with the teachers to make up work missed.

Arrangements are to be made within two days after the student returns to school. Students are permitted one day to make up work for each day of absence. Students absent from school on school-sponsored activities should contact teachers and make arrangements for make‑up work.

**INCLEMENT WEATHER**

When school is canceled due to inclement weather it will be announced on the following radio and TV stations:

Aurora...................…...…………...........KELE FM 100

Aurora…………………………….………KSWM AM 94

# Cassville...….............…………...........….KKBL FM 98

Monett............................……………...KRMO AM 990

Joplin..................................…………...…KODE Ch 12

Joplin………………………………………..KOAM Ch 7

Springfield............................….........……………KTTS

Springfield………………………………………...KWTO

Springfield………………………………….KOLR Ch 10

Springfield……………………………………KYTV Ch 3 Springfield………………………………… KDEB Ch 33

Springfield……………………..…………..KMTC Ch 27

##### CASSVILLE SCHOOLS’ WEBPAGE

<http://cassville.k12.mo.us>

or

Cassville Public Schools on Facebook

 **SCHOOL ADMISSIONS**

All individuals age five (5) to twenty-one (21) who are domiciled within the boundaries of the school district may attend its schools without payment of tuition.

The admission of all students shall be under the direction of the superintendent, 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 entering the schools in the school district who have not previously presented a birth certificate or some other acceptable proof of age will be required to present such proof.

Grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to academic, social, and emotional needs. Students who apply for admission to the district from other public schools shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel or on the basis of other factors. The principal and/or district personnel will make necessary adjustments for placement.

Students who apply for admission to the district from non-public or home-instructional programs are not guaranteed comparable placement in the public schools. Students will be assigned to classes or grades based upon the following factors: previous educational records, the student’s chronological age, current psychological and achievement tests, any other pertinent data to the assignment of the student. A student received as a transfer from any unaccredited school or home study may not be placed or placed permanently until all evaluations and information is complete.

**ADMISSION RESTRICTION**

In accordance with \*167.171, RSMo, no student may be readmitted or enrolled in the 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 under \*565.020, RSMo;
2. Second degree murder under \*565.021, RSMo;
3. First degree assault under \*565.050, RSMo;
4. Forcible rape under \*566.030, RSMo;
5. Forcible sodomy under \*566.060, RSMo;
6. Robbery in the first degree under \*569.020, RSMo;
7. Distribution of drugs to a minor under \*195.212, RSMo;
8. Arson in the first degree under \*569.040, RSMo;
9. Kidnapping, when classified as a class A felony under \*565.110, RSMo.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student’s disability.

**REQUESTS FOR STUDENT RECORDS**

Within 48 hours of enrolling a student, school records required by district policy from all schools previously attended by the student within the last 12 months will be requested, including discipline records. Students may not be enrolled until this information has been received. **Students enrolling after 8:00 a.m. will begin attending classes the following school day.**

**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 the 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. 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.

**BELL SCHEDULE**

Building opens……………………………………………….7:45

Early Room dismissal……………………………..8:00

Warning…………………………………………….8:04

1st  ……………………..…….………….…..8:07 ‑ 8:37

2nd……………..………………….………….8:41 ‑ 9:30

3rd……………..………………...…………..9:34 ‑10:22

**Lunch (7&8 Grade)**…….……..………....11:15-11:37

**Lunch (6th Grade)**….…………………...10:51 -11:13

4th hour ……..(1st Shift)……………….…10:26 ‑11:15

5th ………..……………………….….…...11:43 ‑ 12:33

6th………..………………………….….…..12:37 ‑ 1:26

7th………..…………………………….……..1:30 ‑ 2:20

8th ……………………………………...……..2:24- 3:10

Building closes…………………………………….3:30

##### BEFORE SCHOOL

1. **Students should not arrive at school until after 7:45. If students arrive before 7:45, they must report to Room 18.**
2. All students wishing to eat breakfast should go directly to the cafeteria upon arrival.
	* After finishing breakfast, each student must go directly to their designated area.
3. Sixth grade students will go to the band room upon arrival or after completion of breakfast.
4. Seventh grade students will go directly to the rock gym upon arrival or completion of breakfast.
5. Eighth grade students will go directly to the Middle School gym upon arrival or completion of breakfast.
6. Seventh and eighth grade students may drop off band instruments at the band room on the way to the gym. Sixth grade students will take their instruments to the gym and on to their classrooms. Students may not stop at lockers prior to 8:04, unless they are being tutored.
7. All students having business at the office should report to the office prior to going to the gym.
8. Failure to follow these procedures will result in disciplinary action.

**CLOSED CAMPUS**

Students may not leave school after arrival on the school grounds until dismissed or approved for leaving at the office. A student must obtain permission to leave school for any reason. Upon return, the student must check in at the office before going to class.

Students riding buses may not leave campus upon arrival to school in the morning nor may they leave campus prior to boarding the bus after school.

**WALKING TO AND FROM SCHOOL**

Students who walk to school or walk from school must use the marked crosswalks when crossing the street. Upon arrival the students shall go directly to their designated areas.

**CUSTODY OF STUDENTS**

Cassville Middle School is legally responsible for the safety of its students during the school day. Students shall not be released to the custody of anyone except their parents, legal guardian, or a person designated by the parent or legal guardian. Parents need to fill out the Student Information sheet that lists persons the student may be released to without contacting parent/legal guardian. The student will not be released to anyone not listed on this sheet.

Telephone or written requests may only be honored with the principal’s permission.

Children of single-parent families will be released only upon the request of the custodial parent: i.e., the parent whom the court holds directly responsible for the child, and whom is identified as such by the school record. A copy of all court proceedings regarding custody, parental rights, and restraining orders must be provided for student files.

**VISITORS**

All visitors to the campus **must** report directly to the principal's office. Messages will be delivered to the student's classroom by office personnel. Office personnel will send for students as necessary.

Parents or guardians may visit with teachers during the teacher’s conference time. Persons will **not** be permitted to visit students during the school day due to the disruption it causes to the educational process.

Students from other schools or small children are not permitted to visit or attend classes with students.

While on school property, the use of tobacco products and the carrying of concealed weapons on school property are prohibited.

**IMMUNIZATION**

The Missouri Immunization Law states that all students must have all required immunizations completed when school begins. No student may attend until immunizations and records are complete. Immunization requirements are available in the nurse's office.

**INSURANCE**

Insurance is available to all members of the student body at a nominal cost. All students participating in athletics MUST be covered by insurance. This may be their own insurance policy or the insurance available to the student body.

**HEALTH SERVICES**

Nursing services are available to all students. Students should secure permission from their teachers to see the nurse. If the nurse determines the child is too ill to be at school, she will contact the parent or legal guardian to arrange for the child to be picked up from school.

School personnel will not provide students any medication. If a student must take medication from home, he/she must take the medication in its original container to the nurse's office upon arrival at school with instructions on how and when it is to be taken. All medications, prescriptions, as well as over the counter medicines, are required to be stored and administered in the nurse’s office. The only exception to this policy would be emergency medication for life threatening respiratory illness. The nurse must approve all exceptions in advance.

Emergency phone numbers are very important. Please keep your records up-to-date.

**WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from school shall present a written withdrawal request from their parents. All text­books and all library books must be returned. They must be cleared through the office of all fines and service charges due. Any student not following procedure will not receive their transcript.

 **LIBRARY**

The media center will be open from 8:00 a.m. until 3:30 p.m. Monday through Thursday. Students may check out or return materials during this time. All language arts classes are scheduled to come to the library one class period every other week for library instruction. Additional times may be scheduled for special activities.

Students are responsible for all materials they check out. If a student loses or damages any material from the media center, they will be charged for the replacement of that item.

If materials are paid for and then found in good condition within 30 calendar days, replacement fees will be reimbursed.

**PROMOTION AND RETENTION**

Cassville Middle School students should be successful. Promotion to the next higher grade at the end of the school year is dependent upon student performance and attendance during the year. Staff at Cassville Middle School will work throughout the year to communicate with parents regarding student performance. The following criteria for evaluating each student's performance will be used:

I. Student performance on daily work, tests, and the effort shown.

II. Students must pass at least 3 of the core subjects (math, science, social studies, and language) for the year.

III. Performance levels of the student on learning

 objectives, and the scores on reading and

 standardized tests.

IV. Eighth grade students are not eligible for

 promotional ceremonies unless they meet the

 criteria listed in II.

V. The final decision on the promotion or the

 retention of the student rests with the principal.

**COUNSELING**

Your counselor is here to help you with any special needs, problems, or questions you may have in both the personal and academic areas.

Guidelines must be set in order for the counselor to best serve all students. Students should see the counselor as needed before and after school and in between classes. Visits between classes will be used to set up appointments. Teachers or other adults within the system shall determine if an emergency is involved. Students may leave messages outside the counselor's door.

**SCHEDULE CHANGES**

Schedule changes are made by the counselor subject to the approval of the principal.

**PARENT CONFERENCES**

Communication with our parents is most important to the school. If for any reason parents want to confer with faculty, counselors, or administrators, they may call for an appointment at 847‑3136.

**GRADING SYSTEM**

The following scales will be used on report cards:

Depending upon the area of study a student may receive a numerical or letter grade such as:

A 90‑100 Excellent work

B 80‑89 Superior work

C 70‑79 Average work

D 60‑69 Below average work

F 0‑59 Failing work

P Passing work

I Incomplete work

In addition a student may receive a grade of Pass or Fail in an area of study.

Grade cards will be given out each quarter.

Progress reports may be sent out when a student is having difficulty in the class. We hope the reports will be approached positively and you can benefit from their issuance. We encourage you to schedule parent-teacher conferences if your child is experiencing difficulty in a class.

their issuance. We encourage you to schedule parent-teacher conferences if your child is experiencing difficulty in a class.

**TELEPHONE**

The office telephone is for school business; it may be used by students in cases of an emergency with the permis­sion of the secretary or principal. Generally, you may use the telephone for the following reasons:

1. To tell your parents about a change in your arrival at home.

2. To tell your parents about a book or instrument needed at school.

When you receive a telephone call at school, the number of the person calling will be taken and you will be notified. Phone calls can be made between classes, with permission from your next teacher. You will not be called from class unless the message is urgent. In order to guarantee you receive your phone message before the end of school, please make sure your parent/guardian calls before 2:00 p.m.

Students should use the office phone during the day, **NOT** cell phones.

**MESSAGES AND DELIVERIES**

Messages and deliveries shall be left in the office. A notice will be sent to the student when a delivery arrives for him/her. The student will be able to pick up his/her delivery after school.

**FOOD AND DRINK**

Students may not eat or drink in the hallways or in the classrooms. Food is not allowed outside the cafeteria. Drinks may be purchased only before school, at lunch, or after school. The instructor or the administration could make exceptions on specific occasions. Food and drink may not be kept in lockers, with the exception of that brought for a daily lunch. Drinks may not be brought on campus at any time in a cup or open container. Treats brought to give to others must be store bought and packaged. Items cannot be baked at home and brought for distribution.

**LOITERING**

You are not to loiter in school buildings or on campus after school. Any student remaining on campus after 3:30 must be under the supervision of a teacher.

**BICYCLES-SKATEBOARDS**

Bicycles are to be parked in the racks provided upon arri­val at school and are not to be used until the end of the day. All bicycles should be chained and locked to the bicycle rack (chains and locks are not provided). Skateboards are not allowed to be ridden on school property. Any skateboard brought to school must be kept in the Middle School Office. The school is not responsible for damage or theft of parts while bicycles/skateboards are parked in their proper place.

**LOCKS AND LOCKERS**

Students will be assigned a locker for the storage of books and equipment. Lockers should be kept clean and neat at all times. Writing or decorations on the outside of lockers is prohibited. School locks will be supplied and only school locks may be used on lockers. Locks must be placed on the locker properly and lockers must be kept locked. Students may not change locks or lockers without permission from the principal. School locks and lockers are the property of the school district and are under the joint control of the assigned student and principal. Students who lose their lock will be charged a replacement cost. Failure to keep lockers locked will result in the possibility of other students taking items out of the locker. Administrators will not look for lost or stolen items that are a result of an unlocked locker.

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. Book bags are not allowed in the classrooms.

**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 or be indecent, disrup­tive, distractive, or inappropriate for the classroom. Final decision as to the appropriateness of wearing apparel will be at the discretion of the principal. **Due to the ever-changing trends in fashion, the administration reserves the right to modify the dress code as needed.**

1. Shoes shall be worn at all times.
2. Headbands, dew rags, bandanas, and hats 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 such as halter tops, backless outfits, or thin-strapped sun dresses, transparent blouses or shirts that display a considerate amount of skin is unacceptable, low-cut blouses/shirts that expose and excessive amount of cleavage or chest is unacceptable, unless an appropriate cover-up is worn. All shirts must have at least a two-inch strap over the shoulders, must not be cut too deeply on the sides, and the length must extend beyond the waistband of pants or skirt.
5. Tight-fitting shorts such as bicycle pants or spandex shorts are not acceptable. Shorts may be worn by students at anytime during the school year. The allowable length of shorts, pants, or skirts cannot be shorter than the end of the student's middle finger with the student standing and their arms hanging at their sides. Skin showing above the fingertip is unacceptable. Two layers of clothing may be worn together if they meet the cover-up requirements.
6. Student’s undergarments are not to be visible at anytime.
7. Ragged, cut‑up jeans are not acceptable shorts.
8. Pants are to be worn appropriately above the waist. Loose fitting slacks, jeans, and shorts, should be belted or tied. Covering of sagging pants with an untucked shirt or jacket will not be permitted. The wearing of obviously oversized clothing is prohibited. Pants must fit at the waist and not be more than one size too large. If belts are worn, they must not be more than one size too large.
9. Jewelry may not be worn in any other manner than is normally accepted. Earrings and rings on fingers are acceptable. Jewelry in noses, eye-brows, tongue, and on other parts of the body is unacceptable.
10. Wearing clothing in such a manner that would suggest gang association is not permitted. Sagging or slouchy pants (those worn below the waist or hips) or any other variation of dress deemed inappropriate by the administration will not be allowed.
11. Sunglasses, except for temporary use for a medical condition, may not be worn or displayed in any manor (including on top of head). **A physician’s statement must be presented to the principal for authorization to wear sunglasses.**
12. Students may not wear any color in their hair that is not a natural hair color. For example, bright, neon or non-natural colors will not be allowed as the main color or a highlight color (ex: red, blue, green, etc.)

Any aspect of dress not listed here that is distractive to the educational process or that may be disruptive to the teaching and learning environment in a classroom may be deemed inappropriate by the administration. Examples would include oddly colored hair dye or paint, writings or stickers placed on faces or skin, costumes, and clothing that is incompatible for a male or female.

***First Offense:*** Warning and correct violation

***Second Offense:*** 3 days detention or 1 day ISS

***Third Offense:*** 3 days ISS

***Further Offenses:*** Additional days of ISS or OSS (Refusal to correct violation will result in ISS for the remainder of that school day).

**FREE AND REDUCED LUNCH**

A free and reduced lunch program is available to students whose parents qualify according to federal guidelines. Students on the program can purchase additional lunch, breakfast trays, and a la carte items for the full price. Money can be deposited to their account in the middle school office.

**LUNCH PERIOD PROCEDURES**

Cassville Middle School has a closed-campus lunchtime. This means that all students remain on campus during the lunch period.

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| --- | --- | --- | --- |
| **Classrooms** | **\* Follow classroom directions****\* Participate positively in language, actions, and attitude** | **\* Be responsible for own behavior & accept consequences****\* Complete assignments and turn in on time****\* Use class time wisely** | **\* Arrive with a positive attitude****\* Have materials available and ready****\* Be prepared for the hour with assignments** |

1. Students must go directly to the cafeteria following the end of the class period preceding the lunchtime. Students are to walk and not run to and from the cafeteria. Students must remain in the cafeteria until dismissed by the teacher on duty or the bell. Students may not use the elementary restroom by the cafeteria. Students may not travel through the hallway by the fourth and fifth grade rooms. Students must seek permission to leave the lunch room after arrival.
2. Cutting, horseplay, and scuffling is not permitted in the line or in the cafeteria. Students must buy their own lunch and take their own tray back. Students must purchase a complete tray and may not purchase food for, or give food to, someone who has not purchased a lunch. Students may not request other students to purchase food for them. Milk must be selected as the student is going through the line with their tray. Students may not come back for milk unless purchasing it. Milk, food, and soda pop may not be taken from the cafeteria. Students must remain seated at all times in the proper area. All food and trash must be cleared from the tables and floors. Breakage and spilled food is to be cleaned up by the student or reported to the teacher on duty if assistance is needed.

1. Students will receive a lunch card for purchasing lunches and a la carte items. Lunch cards will be electronically charged at the end of the lunch line. If you do not have your lunch card, you must wait until students with their cards have gone through the lunch line.

D. Lunch card deposits should be made in the middle school office. Students will be notified periodically of negative balances. When they have reached the maximum negative balance on their lunch account, they will be informed and will not be able to eat until payment is made.

### PBS MATRIX

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| --- | --- | --- | --- |
| **Hallway**  | **\* Walk and stay to right side** **\* Keep hallways clear of trash and materials****\* Use only positive comments/behavior** | **\* Keep your locker clean****\* Have a signed pass during class time****\* Report problems to staff** | **\* Use transition time wisely****\* Get to class on time** |

|  |  |
| --- | --- |
| **Settings** | **Behavioral Expectations** |
|  | **RESPECTFUL** | **RESPONSIBLE** | **READY** |
| **All Locations** | **\* Follow directions****\* Use appropriate tone, volume, & words when speaking****\* Respect the personal space of others. This includes PDA** | **\* Report problems or dangerous situations to staff****\* Know & follow dress code****\* Have a good attitude.****\* Cell phones shut off and in your locker.** | **\* Be prepared****\* Be on time** |

|  |  |
| --- | --- |
| **Settings** | **Behavioral Expectations** |
|  | **RESPECTFUL** | **RESPONSIBLE** | **READY** |
| **Restrooms** | **\* Respect privacy of others** | **\* Use facility appropriately****\* Report problems to staff****\* Flush and wash hands** | **\* Ask at appropriate times****\* Use time wisely—go in,** **get done, get out** |

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| **Bus** | **\* Listen to driver** | **\* Stay in seat****\* Keep bus clean** | **\* Sit with feet on floor, bottom on seat, and facing forward** |

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| **Cafeteria** | **\* Listen to and follow directions****\* Use good manners****\* Use appropriate voices****\* Respect all staff** | **\* Get all utensils when going through the line****\* Clean up after yourself****\* Walk** | **\* Have lunch card in hand****\* Use time wisely** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Gym/Locker room** | **\* Respect privacy and personal space of others****\* Use good sportsmanship****\*Take care of PE equipment** | **\* Accept consequences for your actions****\* Follow directions/rules of activity****\* Place personal items in locker**  | **\* Have PE clothes****\* Have appropriate shoes****\* Get dressed quickly** |

#### **THE CONSEQUENCES**

Certain offenses are listed following this section which may result in the use of disciplinary action. Not all offenses are listed which if committed would result in disciplinary action. Any conduct not included herein may result in disciplinary consequences that extend beyond those listed as determined by the principal or superintendent.

**CLASS FIELD TRIP ELIGIBILITY REQUIREMENTS--- The Principal and Assistant Principal** shall decide field trip eligibility based on student conduct, attendance, and academic commitment.

**CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of $2,000.

### STUDENT DISCIPLINE

**ARSON**—Starting a fire or causing an explosion with the intention to damage property or buildings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assembly****Event** | **\* Give speaker your full attention****\* Applaud when appropriate** | **\* Follow instructions****\* Sit in designated area** | **\* Go straight to locker once dismissed from class****\* Go directly to the gym****\* Stay seated** |

***First Offense***: May result in disciplinary action of out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

***Subsequent Offense:*** Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

**ASSAULT---**Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; and/or, attempting to kill or cause serious physical injury to another.

***First Offense:***  1-5 days OSS + 1-5 days ISS

***Second Offense:*** 10 days OSS + 10 days ISS

(Student will be referred to the appropriate legal authorities.)

### ACADEMIC DISHONESTY---Cheating

***First Offense:*** “0” for work and notification of parent (The parent will be notified that second offense will result in “0” on assignment + 3 days ISS.)

***Second Offense:*** “0” on assignment + 3 days ISS

**FORGERY---**Falsely and/or fraudulently making or altering a document.

 ***First Offense:*** 3 days ISS

 ***Further Offenses:*** 5-10 days of ISS or OSS

**HAZING, BULLYING, & HARASSMENT** — The Cassville R-IV School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R and AC. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities.

***Hazing*** – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

***Bullying*** – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber-bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

The district shall annually inform students, parents, district staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

***Harassment*** – A form of discrimination that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment.

***First Offense:*** Will result in principal/student conference and detention, in-school suspension, or 1-10 days out-of-school suspension. Notification will be made to law enforcement officials and documentation in the student’s discipline record.

***Subsequent Offense:*** In-school suspension, 1-180 days out-of-school suspension, or expulsion. Notification will be made to law enforcement officials and documentation in student’s discipline record.

**DISRESPECT AND/OR DEFIANCE**—Disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

 Disciplinary action ranging from detention, ISS, and long-term suspension depending on the severity of the offense and the number of times student has been referred for similar offenses.

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

 1-180 days of OSS (Report will be filed with the appropriate legal authorities).

**DISRUPTIVE BEHAVIOR/DISORDERLY CONDUCT; INAPPROPRIATE LANGUAGE (WRITTEN OR VERBAL)/INAPPROPRIATE GESTURES**—Conduct or verbal, written, or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions.

Range of action from detention, ISS, OSS, and/or long-term suspension depending upon the severity of the offense and the number of previous referrals the student has received for similar offenses.

**POSSESSION, SALE/DISTRIBUTION OR USE OF ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES:** The use, sale, transfer, possession, or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities; or off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or jurisdiction of the school district.

**First Offense:** 10-180 days of OSS

***Second Offense:***Expulsion (*Student may be prosecuted according to the laws of the State of Missouri.)*

**UNAUTHORIZED SUBSTANCES (INCLUDING, BUT NOT LIMITED TO, STIMULANTS SUCH AS ENERGY PILLS, DIET PILLS AND OTHER LOOK-A-LIKE DRUGS):**

**Possession/Consumption:**

***First Offense:*** 5 days OSS

***Second Offense:*** 10-180 days OSS

Sale/Distribution:

 ***First Offense:*** 10 days OSS

***Second Offense:*** 11-180 days OSS

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

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

***Subsequent Offense:*** In-school suspension,

1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

**FAILURE TO MEET CONDITIONS OF SUSPENSION**—Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.

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

***First Offense***: Verbal warning, detention, ISS, 1-180 days of OSS, or expulsion

***Subsequent Offense:*** Verbal warning, detention, ISS, 1-180 days of OSS, or expulsion

###### FALSE ALARMS—Tampering with emergency equipment (including fire extinguishers), setting off false alarms, making false reports.

 1-180 days of OSS depending upon the severity of the offense. Report will also be made to the appropriate law enforcement agency.

**FIGHTING**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

***First Offense:*** OSS (Remainder of the Day) + 1 to 5 days of ISS *(Mutual involvement will result in 5 days ISS for each student. Students may receive fewer days of suspension if evidence shows lesser involvement and/or fault.)*

***Second Offense:*** OSS (Remainder of the Day) + 6 to 10 days of ISS or OSS

**PUBLIC DISPLAY OF AFFECTION**—Physical contact which is inappropriate for the school setting.

***First Offense:*** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student’s discipline record.

***Subsequent Offense:*** In-school suspension,

1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record.

**TARDY FOR CLASS---**Students are expected to attend classes promptly. Students that fail to adhere to this policy are subject to disciplinary action at the discretion of administration.

**SEXUAL HARASSMENT---**Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing.

 1-180 days OSS depending upon the severity of the offense. (Report will be made to the appropriate legal authorities.)

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

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

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

**USE/POSSESSION OF TOBACCO--** The possession or use of tobacco products in any form on school grounds or at any school sponsored activity is prohibited. All tobacco paraphernalia, such as lighters, matches, pipes, or containers are not allowed at school. Any substances or products that resemble tobacco or tobacco containers are not allowed at school. All tobacco products will be confiscated and will not be returned.

**Possession**:

***First Offense:*** 3 days ISS

***Second Offense:*** 6 days ISS or 1-10 days OSS

**Use**:

***First Offense:*** 5 days ISS or 1-3 days OSS

***Second Offense:*** 10 days ISS or 1-10 days OSS

**TRUANCY, LEAVING SCHOOL W/O PERMISSION AND/OR UNAUTHORIZED ENTRY**—Absence from class or assigned area without the knowledge and consent of parents/guardian, teachers, and/or the school administration; unauthorized entry into any school premises without prior approval.

***First Offense:*** 1-3 days ISS

***Second Offense:*** 3-10 days ISS

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

***First Offense:*** Restitution for damages, In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student’s discipline record.

***Subsequent offense:*** Restitution for damages,

1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

**WEAPONS**—In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses, or at school activities.

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or \* 571.010, RSMo, which is customarily used for attack or defense against another person.

***First Offense:*** In-school suspension, 1-180 days out-of-school suspension, or expulsion depending upon the severity of the offense.

***Second Offense:*** 11-180 days out-of-school suspension, or expulsion

 In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in \* 571.010, RSMo, on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.

2. Any device defined in \* 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife.

3. Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in

 \* 571-010, RSMo.

***First Offense:*** One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

**STUDENT USE OF CELL PHONES AND PED’s:**

Cell phones and PED’s will be permitted during passing times and lunch.  Cell phones/PED must be turned off during instructional time unless authorized by the classroom teacher.   Teachers will require all students in possession of a cell phone/PED to place item on desktop during class time.  Teachers are responsible for setting clear expectations for technology in their classrooms, and students are expected to meet those expectations on a daily basis.

**1st Offense:   confiscation of cell phone/PED.  Cell phone will be released to student after consequence has been served or parent pick up.**

**2nd Offense:   1 day of ISS and confiscation of cell phone/PED.  Parent must pick up phone.**

**3rd Offense:  3 days of ISS and confiscation of  cell phone/PED.  Parent must pick up phone.**

**Subsequent offenses will result in confiscation of cell phone, additional ISS, and parent must pick up phone.  Cell phone privileges may be revoked.**

The Cassville Board of Education desires to protect students’ personal privacy in accordance with 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.  In addition, the actions of such students may be reported to law enforcement.  Students are also warned that the transfer, distribution, or posting of images taken in violation of this policy may subject them to school disciplinary action and possible referral to law enforcement even if such transfer, distribution, or posting occurs off campus.

**\*Any type of digital harassment, bullying, and any inappropriate photos or pictures are considered a serious violation.**

**1st offense**:  1-10 Days OSS *(Students may receive more than 10 Days OSS depending on the severity of the offense)*

**Further offenses:**Additional OSS up to 180 days

**SEARCH AND SEIZURE**

The school administration shall be responsible for protect­ing the health, safety, and welfare of students and school per­sonnel and for maintaining discipline within the school. The school administration shall conduct a search and seizure when there is **probable cause.**

**IN‑SCHOOL SUSPENSION**

Cassville Middle School students may be assigned to serve one or more days of in‑school suspension. In‑school suspension will be assigned to students for failure to serve detention or other disciplinary infractions. Students assigned to in‑school suspension must report to the ISS room (room 10) prior to 8:13 a.m. and will remain until 3:08 p.m. Students will not be allowed to leave the ISS room except for scheduled rest­room breaks. Students must bring all their textbooks, workbooks, and needed supplies to the ISS room. Students will not

be al­lowed to talk or socialize and must complete all assigned work. Students may bring lunch from home or may purchase one from the cafeteria. Students with an IEP will receive assistance while serving in-school suspension. Failure to conform to the ISS rules will result in an assignment of additional days of in‑school suspension or being suspended out of school.

Students assigned to in-school suspension will be ineligible to participate in extracurricular or co- curricular activities until the assignment to in-school suspension is completed. Students will not be eligible to participate until the day following the completion of all days assigned to in-school suspension. Co-curricular activities will include school dances, activity nights, etc.

**SUSPENSION**

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.

 **EXTRACURRICULAR ELIGIBILITY**

Cassville Middle School is a member of the Missouri High School Activities Association and the Big 8 Middle School Conference and will follow the rules of these organizations. Establishment of a student’s eligibility is a basic responsibility of the middle school principal. In order to represent the Cassville Schools in any interscholastic competition, a student must meet all eligibility requirements of the MSHSAA as well as the following school requirements:

* Students must attend school the day of a game or contest. **(The principal must approve any extenuating circumstances in advance).**
* Students must not be under an out-of-schoolsuspension or be in in-school suspension.
* Students must participate in the mandatory drug-testing program adopted by the Cassville Board of Education.
* Students must follow any additional rules as set by the teacher/coach.
* Students must be promoted and must have passed six classes the preceding 9-week quarter.
* Student participation should be on a voluntary basis.
* Students may belong to and take part in all extracurricular activities for which qualified, regardless of race, sex, religion, handicap, or national origin.

**HEALTH PHYSICAL**

Students who participate in interscholastic athletic events must have an annual physical from a reputable physician certify­ing that the student is in good physical health and that his/her participation does not pose a threat to the welfare of the stu­dent.  **The student may not practice until the health certificate is given to the principal or coach.**

**ATHLETIC INSURANCE COVERAGE**

A student shall not be permitted to practice or compete for the Cassville Schools until it has been verified that he/she has appropriate athletic insurance coverage.

**PARENT PERMISSION AND AUTHORIZATION FOR TREATMENT**

A student shall not be permitted to participate or compete for the Cassville Schools until it has been verified that he/she has parent or guardian permission to participate. All head coaches shall be required to have medical authorization state­ments for each participant at all practices and athletic con­tests.

**SCHOOL MASCOT AND COLORS**

The school mascot is the Wildcat and the school colors are Black and Gold.



**GOOD SPORTSMANSHIP**

All school personnel shall encourage and display good sportsmanship and require good sportsmanship of all students who represent the school in activities. Any student or spectator who refuses to conduct himself/herself in a reasonable manner at a school activity may be barred from further attending any other school activity for a period of one year.

**STUDENT ORGANIZATIONS**

Student organizations must have an educational objective and be for the purpose of promoting better education and/or student interest in their educational pursuits.

Constitution required: All student organizations shall have a written constitution stating its purpose, eligibility for membership, and procedure for electing officers.

All student organizations must have a sponsor (school employee) and the sponsor must be present at all meetings.

**FUND-RAISERS**

The principal must approve all fund-raising projects by any student group in advance. Candy or food may not be sold during the school day. Individual students or students from a non-school group may not sell items at school without permission from the principal.

**BUS GUIDELINES**

In order to transport children safely to and from school each day, it is very important that parents and children under­stand that there are certain requirements that must be followed for a safe and enjoyable ride. In order for us to work together to accomplish this, regulations for safe bus riding from the Missouri Transportation Laws, Regulations and Standards of 1972 that pertain to the Cassville R‑IV School District are listed as follows:

1. Each student is to conduct himself in an orderly and courteous manner similar to student classroom conduct.

2. Students are to board and leave the bus in a single file and in an orderly manner.

3. Students are to take their seats and remain seated at all times until the bus comes to a complete stop.

4. Students shall not, at any time, extend arms or head out of bus window.

5. Students are not to eat or drink on the bus and should help keep bus clean.

6. Any damage to the bus is to be reported to the driver.

7. Students are to wait for the bus in a safe place, well off roadway or street.

8. Students must be on time, as the bus cannot wait beyond the regular schedule for those who are tardy.

9. Unnecessary conversation with the driver is prohibited.

10. Students are to be particularly alert to all traffic when boarding and leaving the bus.

11. The bus driver is in charge of the students and the bus at all times.

12. Students must observe the directions of the driver and obey the driver promptly and courteously.

13. The bus driver has the responsibility and authority to request students to follow the regulations and to assign students to specific seats.

14. Students must have a note from parents to ride buses other than normal or to get off at a stop other than normal.

15. The bus driver will report any student’s misconduct to the Transportation Director and the student’s principal. Students who do not obey the rules may be suspended from riding the bus for a specified length of time. Parents will be notified in order that other means of transportation can be arranged.

16. Buses are allowed to stop only at regular route stops to take on or discharge students. Unauthorized stops are not allowed unless previously approved by the supervisor of transportation.

17. The school’s authority for student safety and orderly behavior begins when students leave their home in the morning and continues throughout the entire transportation process and only ends after the student has reached his/her home after school.

In addition to the preceding guidelines, we ask that children be at the bus stop no earlier than 10 minutes before their bus is scheduled to arrive in the mornings.

It is the desire of the Cassville R‑IV School District to provide the best possible student transportation in as efficient and economical manner as possible and we ask the cooperation of each parent and each student in this endeavor. If you have any questions or suggestions, please contact us at any time.

**BUS MISCONDUCT---**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.

**Any assignments missed due to bus suspension will be unexcused and will result in no credit.**

Misbehavior on the bus may result in:

***First Offense:*** Principal/student conference, 3 days detention or 1 day ISS

***Second Offense:*** 3 days detention or 1-3 days ISS

***Third Offense:*** 3-5 days ISS

***Fourth Offense:*** Short-term bus suspension (3- 5 days)

***Fifth Offense:*** Bus suspension (5-10 days)

Additional bus problems or severe offenses may result in long-term suspensions. In severe cases the 1st through the 3rd steps could be bypassed.

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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. 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. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Cassville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Cassville R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Cassville R-IV School District has developed a Local Compliance Plan for the implementation of State

Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to 3rd parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office, 8:00 AM– 4:00 PM, Monday through Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian’s name/address; birth date and age of the child; the child’s disability; and the services provided to the child. 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, Cassville R-IV School District at 417-847-4008.

This notice will be provided in native languages as appropriate.

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

The high school campus is asbestos free. The Fourteenth and 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 have any questions concerning this matter, contact Jerry Lyall at 847-5109 between the hours of 8:00 a.m. and 3:00 p.m.

 **COMPUTER USAGE**

Student Users

No student will be given access to the district’s technology resources until the district receives a ***User Agreement***signed by the student and the student’s parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the ***User Agreement***without additional signatures. Students who do not have a ***User Agreement***on file with the district may be granted permission to use district technology by the superintendent or designee.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district’s technology resources.

 All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district’s technology resources and downloaded material, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time.

***Violations of Technology Usage Policies and Procedures***

Use of the district’s technology resources is a privilege, not a right. A user’s privileges may be suspended pending an investigation concerning use of the district’s technology resources. Any violation of district policies, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user’s privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district’s policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse of the district’s technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.

 2. Using another person’s user ID and/or password is prohibited.

 3. Sharing one’s user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.

 4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.

 5. Mass consumption of technology resources that inhibits use by others is prohibited.

 6. Unless authorized by the district, non-educational Internet usage is prohibited.

 7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

 8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

 9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

1. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

 11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

 12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

 13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person’s rights under applicable laws is prohibited. See policy AC and regulation AC-R.

 14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

 15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses. Copying for home use is prohibited unless permitted by the district’s license and approved by the district.

 16. At no time will district technology or software be removed from the district premises, unless authorized by the district.

 17. All users will use the district’s property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

1. All damages incurred due to the misuse of the district’s technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district’s technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

The unauthorized copying of system files is prohibited.

Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

The introduction of computer viruses, hacking tools, or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

***Online Safety—Disclosure, Use and***

***Dissemination of Personal Information***

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

 2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.

1. Student users shall not agree to meet with someone they have met online without parental approval.
2. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
3. Users shall receive or transmit communications using only district approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat serviced, except in special cases where arrangements have been made in advance and approved by the district.

6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.

1. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
2. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

***Electronic Mail***

A user is responsible for all e-mail originating from the user’s ID or password.

1. Forgery or attempted forgery of e-mail

messages is illegal and is prohibited.

1. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
2. Users are prohibited from sending unsolicited

electronic mail to more than three (3) addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.

1. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district’s resources or examine and delete data stored on district computers as allowed by the district’s retention policy.

Waiver

Any user who believes he or she has a legitimate reason for using the district’s technology in a manner that may violate any of the district’s adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district’s technology resources are available on an as is, as available@ basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

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 ***Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.***

Approved: 08/16/2001 Last Revised: 12/12/2002

 Legal Refs:'' 170.051, 171.011, 182.827, 431.055, .056, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 573, Revised Statutes of Missouri (*passim*)

Children=s Internet Protection Act, 47 U.S.C. 254(h)

Electronic Communications Privacy Act, 18 U.S.C. '' 2510-2502

Family Educational Rights and Privacy Act, 20 U.S.C. ' 1232(g)

Federal Wiretap Act, 18 U.S.C. '' 2511 *et.seq.*

Stored Communications Act, 18 U.S.C. '' 2701 *et.seq.*

*Reno v. ACLU,* 521 U.S. 844 (1997)

*Ginsberg v. New York,* 390 U.S. 629 (1968)

*FCC v. Pacifica Foundation,* 438 U.S. 726 (1978)

*Hazelwood v. Kuhlmeier,* 484 U.S. 260 (1988)

*Bethel Sch. District No. 403 v. Fraser,* 478 U.S. 675 (1986)

*Sony Corporation of America v. Universal City Studios, Inc.,* 464 U.S. 417 (1984)

*Henerey by Henerey v. City of St. Charles SchoolDistrict,* 200 F.3d. 1128 (8th Cir. 1999)

*Bystrom v. Fridley High Sch. Ind. Sch. Dist.,* 822 F.2d 747 (8th Cir. 1987)

*Urofsky v. Gilmore*, 216 F.3d 401 (4th Cir. 2000)

*J.S. v. Bethlehem Area Sch.Dist*., 757 A.2d 412 (Pa. Comw. 2000)

*Beussink v. Woodland R-IV Sch. Dist.*, 30 F. Supp. 2d 1175 (E.D. Mo 1998)

 Cassville R-IV School District, Cassville, Missouri

**STUDENT EXPECTATION FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as a Cassville R-IV Middle School Student, I will uphold the high standards of school pride, responsibility, and educational involvement.

I have received a Cassville Middle School Student Handbook. I understand the rules and expectations presented to me by the administration and teachers. I understand any defacement to the Handbook will render the Handbook useless and will result in the purchase of another one.

I understand by signing this form, I am not necessarily agreeing with each policy but that I am being made aware of the expectations set forth in the Middle School Handbook.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Date Date*



**ATTENTION PARENTS**

I hereby give permission for my child to participate in middle school-related student trips during the 2013-14 school year. In the event of an accident or sudden illness while on the school-related student trip, I authorize school personnel to take whatever action is deemed necessary in their judgment for the health of said child including, but not limited to, authorizing medical treatment. If I do not want my child to participate on a school-related trip, I will notify the school before the scheduled event.

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**Due to the overwhelming amount of messages, please limit student messages to emergencies only. Unless you have a major emergency, we ask that you please talk to your student about appointments or business before they leave for school. If you must leave a message for your student, try to call before 2:00 p.m. so messages can be delivered with minimal class disruption.**

**If your student calls you from school and you have caller ID, please call the school back at 417-847-3136. This is the Middle School’s main phone number. The number that appears on your caller ID is the middle school FAX number and will not be answered.**