



***Student Handbook***  
***2022-2023***

**CASSVILLE HIGH SCHOOL**

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***Please visit our website at:  
cassville.k12.mo.us***

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

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### 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**



Greetings Wildcats,

Welcome to the Cassville High School 2022-2023 school year!

Whether you are a freshman, learning where all of your classes are, or a senior, counting down the days to graduation, I urge you to make the most of your time in high school. Get involved, make new friends, create memories, and do not wish these days away. Some people will tell you these are the best days of your life. I genuinely hope they are wrong. Instead, I hope your high school years lay the foundation for the continued growth, success, and happiness in the life you choose to build after high school. I want you to look back fondly on your high school days, reflect on the lessons learned, and celebrate your successes. You will only have this opportunity once. Enjoy it.

While you are here, know that we are here for you. We are here to support you, celebrate you, and challenge you to be your very best. We will give you our best and ask that you do the same. Together, we will grow and create some truly amazing memories along the way.

Go Wildcats!

Tyler Willis  
High School Principal

# 2022-2023 District Calendar



## DATES AND EVENTS

<b>New Teacher Orientation</b>	<b>August 10 &amp; 11</b>
<b>Back-to-School Workshops</b>	<b>August 16-18 &amp; 22</b>
<b>First Day of School</b>	<b>August 23</b>
<hr/>	
<b>Labor Day</b>	<b>September 5</b>
<b>Professional Learning</b>	<b>September 26</b>
<hr/>	
<b>Fall Break</b>	<b>October 28</b>
<b>Parent/Teacher Conference Day</b>	<b>October 31</b>
<hr/>	
<b>Thanksgiving Break</b>	<b>November 23-25</b>
<hr/>	
<b>Christmas Break</b>	<b>December 23-30</b>
<hr/>	
<b>New Year's Break</b>	<b>January 2-6</b>
<b>Teacher Work Day</b>	<b>January 9</b>
<b>School Resumes</b>	<b>January 10</b>
<b>Martin Luther King Day</b>	<b>January 16</b>
<hr/>	
<b>February Break</b>	<b>February 17</b>
<b>Professional Learning</b>	<b>February 20</b>
<hr/>	
<b>Trout Day</b>	<b>March 1</b>
<b>March Break</b>	<b>March 10</b>
<hr/>	
<b>Parent/Teacher Conference Day</b>	<b>March 13</b>
<hr/>	
<b>April Break</b>	<b>April 7 &amp; 10</b>
<hr/>	
<b>End of School (Pending Snow Days)</b>	<b>May 18</b>

### July 2022

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						

### August 2022

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			

### September 2022

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	

### October 2022

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					

### November 2022

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			

### December 2022

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 2023

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				

### February 2023

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				

### March 2023

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	

### April 2023

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						

### May 2023

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			

### June 2023

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	

## CASSVILLE R-IV 2022-2023 CALENDAR

<b>First Day of School</b>	<b>August 23</b>
<b>Labor Day</b>	<b>September 5</b>
<b>No classes (Professional Development Day)</b>	<b>September 26</b>
<b>Fall Break</b>	<b>October 28</b>
<b>Parent-Teacher Conferences</b>	<b>October 31</b>
<b>Thanksgiving Break</b>	<b>November 23-25</b>
<b>End of 1<sup>st</sup> Semester</b>	<b>December 22</b>
<b>Christmas Break/New Year's Break</b>	<b>December 23 - Jan 6</b>
<b>Professional Learning</b>	<b>January 9</b>
<b>School Resumes</b>	<b>January 10</b>
<b>Martin Luther King Day</b>	<b>January 16</b>
<b>February Break</b>	<b>February 17</b>
<b>No classes (Professional Development Day)</b>	<b>February 20</b>
<b>Trout Day</b>	<b>March 1</b>
<b>March Break</b>	<b>March 10</b>
<b>Parent-Teacher Conferences</b>	<b>March 13</b>
<b>April Break</b>	<b>April 7 &amp; 10</b>
<b>End of School (Pending Snow Days) dismissal @ 1:00</b>	<b>May 18</b>
<b>Commencement</b>	<b>TBD</b>

### Daily Schedule

Early Bird 7:50 – 8:38  
First Period 8:10 – 8:58  
Second Period 9:03 – 9:51  
Third Period 9:56 – 10:44  
Fourth Period 10:49 – 12:05  
Fifth Period 12:10 – 12:58  
Sixth Period 1:03 – 1:51  
Seventh Period 1:56 – 2:44  
Wildcat Time 2:49 – 3:15

### Lunches

First Lunch 10:44 – 11:08  
Second Lunch 11:11 – 11:35  
P.M. SRTC Lunch 11:35 – 11:50  
Third Lunch 11:41 – 12:05

### Assembly Day Schedule

Early Bird 7:50 - 8:38  
First Period 8:10 - 8:50  
Second Period 8:55 - 9:35  
Third Period 9:40 - 10:20  
Fourth Period 10:25 - 11:41  
Fifth Period 11:46 - 12:26  
Sixth Period 12:31 - 1:11  
Seventh Period/Assembly 1:16 - 2:44  
Wildcat Time 2:49 - 3:15

### Lunches

First Lunch 10:20 - 10:44  
Second Lunch 10:47 - 11:11  
PM SRTC Lunch 11:11 - 11:35  
Third Lunch 11:17 - 11:41



## **STUDENT COUNCIL 2022-2023**

### **STUDENT BODY**

President	Jacob Martinez
Vice President	Dulce Rivera
Secretary	Marianne McCrackin
Public Relations	Jillian LeCompte

### **SENIOR CLASS**

President	Ashlynn Bryan
Vice President	Macie Walker
Secretary	Chloe Thomas
Female Representative	Allyson Kloss
Male Representative	Jake Anthonysz

### **JUNIOR CLASS**

President	Joseph Burton
Vice President	Makenna Hagins
Secretary	Emerson Grossman
Female Representative	Kyah Saffold
Male Representative	Cosmo Rhoads

### **SOPHOMORE CLASS**

President	Miller Reid
Vice President	Saige Holman
Secretary	Lorelei Vanderhoef
Female Representative	Makaiden Bolles
Male Representative	Evan Butler

### **FRESHMAN CLASS**

President	
Vice President	
Secretary	
Female Representative	
Male Representative	

## **BOARD POLICY**

[Board Policy AC: Prohibition Against Illegal Discrimination Harassment and Retaliation](#)

[Board Policy IGBA: Special Education](#)

[Board Policy ACA: Sexual Harassment Under Title IX](#)

The District Title IX Coordinator is:

Dr. Traci Mitchell

[tmitchell@cassville.k12.mo.us](mailto:tmitchell@cassville.k12.mo.us)

417-847-2221

[Board Policy IGBCA: Homeless](#)

[Board Policy IGBCB: Migratory](#)

[Board Policy IGBH: English Learners](#)

[Board Policy GBL: Personnel Records](#)

[Board Policy IL: Assessment Program](#)

[Board Policy KB-AP1: Public Information Program](#)

[Board Policy EFB: Free and Reduced Lunch Program](#)

[Board Policy JO: Student Records](#)

[Board Procedure JO-AP1: Student Records](#)

[Board Policy JHC: Student Health Services and Requirements](#)

[Board Policy JHDA: Surveying, Analyzing or Evaluating Students](#)

[Board Policy KI: Public Solicitations/Advertising in District Facilities](#)

[Board Policy IGAEB: Sexual Health Instruction](#)

[DESE Trauma-Informed Schools Initiative](#)

[Board Policy JFG: Searches of Students](#)

[Board Policy JFCI: Student Drug Testing](#)

[Board Policy JFCF: Bullying](#)

[Board Policy JFCH: Student Alcohol/Drug Abuse](#)

[Board Policy JFCJ: Weapons in School](#)

[Board Policy JG: Student Discipline](#)

[Board Policy JG-R1: Student Discipline](#)

[Board Policy JGA-2: Corporal Punishment](#)

[Board Policy JGE: Discipline of Students with Disabilities](#)

[Board Policy JGF: Discipline Reporting and Records](#)

[Board Policy JHDF: Suicide Awareness and Prevention](#)

[Board Policy IGCD: Virtual Courses](#)

[Board Policy JHCB: Immunization of Students](#)

## ACADEMICS

### **GRADUATION CEREMONIES**

Only seniors that have completed ALL graduation requirements in time will be allowed to participate in the graduation ceremonies. 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 who have earned NHS, NTHS, Honors, Salutatorian, and Valedictorian will be allowed to wear these cords during the graduation ceremonies. Additionally, students who have enlisted in the military will be allowed to wear a cord representing their service. CHS will not provide military cords. **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. and ½ unit of Gov't, full credit Gov't begin class of 2026)
- 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. Constitution, Missouri Constitution, and Civics Tests required. CPR Training 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.

\*The Class of 2026 and those to follow will not have a designated Valedictorian / Salutatorian. At that time, the Summa Cum Laude system will be fully practiced.

Credit Requirements:

4 English

3 Math: Algebra I and higher

3 Science: Physical Science and higher

3 Soc. Studies

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, Theater, or Art

1 PE: Any

.5 Health

.5 Personal Finance (any offered)

2 Practical Art: Any Business, Ind. Tech., FACS or Ag

6 General Electives: Any

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

**Students have a cumulative GPA of 3.90 or above. Early graduates cannot qualify for this honor.**

Students 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**

Students 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**

Students 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 the 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 Literature and Composition, Pre-AP Literature and Composition, Speech  
Foreign Language – Spanish II, Spanish III, French II, French III, ***Spanish IV and French IV will be weighted when offered.***

Mathematics – Trigonometry, Calculus I, Math 125, Math 135

Science – Physics, Anatomy/Physiology, Chemistry II, Biology 101, Chemistry 101, Chemistry 104

Social Studies – Survey of American History

Practical Arts - Advanced Animal Science, Business Computer Applications, Personal Finance (DC), Family Living, Child Development

***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 a variety of colleges and universities. 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 in 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 ½ 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 ½ unit of high school credit and a **pass grade only**.

### **FINALS EXEMPTION**

Each semester students will have the opportunity to earn finals exemption. Finals exemptions are based on overall attendance, grades, and specific class attendance measures. **Students who earn finals exemption will be allowed to exempt from one core and one elective final.** In order to qualify for finals exemption a student must meet the following requirements:

1. Overall attendance rate of 94% or higher
2. Grade of 85% or higher in the class
3. 5 or less absences in the specific class
4. No ISS or OSS during the semester

Certain classes require the final to be taken, examples include: EOC classes, dual credit classes, AP classes, ect.

### **VIRTUAL INSTRUCTION - [Click Here for Virtual Instruction Information](#)**

### **ALTERNATIVE METHODS OF INSTRUCTION (AMI)**

The Cassville R-IV School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized for up to 5 days when school is closed due to a health concern, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters.

The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge.

We will notify all parents/guardians, as we have in the past, via school outreach calls/text and social media postings in the event of school closures and use of AMI days.

### **ACADEMIC LETTER**

To earn an academic letter a student must have a 3.5 or above GPA and no D or F at the end of the semester in all academic subjects based on first semester grades. They must be attending a minimum of seven (7) 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, ESL classes, SFS, FLEX, MO Options, Office/Teacher/Library Aides, all P.E. classes, Supervised Business Experience, Supervised Agricultural Experience Co-op, Computer Practicum, and other specific courses

### **INCENTIVES**

Students who maintain a 70% or above in all their courses will earn an incentive during 8th hour. Students whose grades drop below a 70%, will lose their incentive until their grades are above the 70% mark. Incentive time for the first 3 weeks of each semester will be based on the previous semester grades. If the student took a semester class 1st semester this class **will** be used to determine incentive during the first 3 weeks of 2nd semester. **Students may also lose their privilege time as a result of not meeting disciplinary policies. They will be required to stay in their class during 8<sup>th</sup> hour. This will be the discretion of the Principal or Asst. Principal.**

### **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:

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

## ADMISSIONS - [Click here for admissions information](#)

### 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.

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 an immediate family member (self, brother, sister, mother or father)
  - Illness in the 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
  - 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.**
  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. 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.**

## **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 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.

## **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. **Certain offenses are listed in the following 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. In addition, the following steps shall be utilized in most instances; however, the principal may bypass any step if deemed appropriate or the seriousness of the situation warrants. These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur.**

## **DETENTION**

Detention is held on Tuesday & Wednesday (3:20-4:00pm) and Thursday & Friday (7:10-7:50am). 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, your detention will be re-assigned.
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 will result in students being sent out, being assigned additional consequences.

## **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.

### **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.

### **Absences**

A student is assigned to ISS for a certain number of days. For example: if the student is assigned for five days, the student **must attend** five days. Any time missed from ISS must be made up.

## **CORPORAL PUNISHMENT**

Corporal punishment is the use of physical force as a method of correcting student behavior. Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. Corporal punishment shall be administered only by swatting buttocks with a paddle.

## **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.

### **SEARCH AND SEIZURE**

The administration or certified staff 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.

### **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

## OFFENSES

### 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.
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.

### Cell Phones and Other Electronic Devices

Cell phones and headphone/earbuds are not to be taken to any classroom. Headphones/ Earbuds are not to be worn on/ in the ears while in the hallways. Cell phones should be locked in student lockers. Phones should be silenced while on school property. Teachers may, from time to time, allow cell phone use for certain projects or classroom activities. Only with expressed teacher permission is this allowed.

In addition, 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. Furthermore, 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.

***\*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.

## **Chromebook Use Violation**

Cassville High School provides each student with a Chromebook 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. Students will be held responsible for repairing or replacing damaged/lost devices.

## **Computer / Technology Misuse**

Use of school provided computers, or technology devices, by students should be for education purposes only. Students being on inappropriate websites, not using the device for the designated educational purpose, or tampering with other peoples' accounts/devices is a violation and will have consequences.

## **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.

## **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.

## **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. Head coverings are not to be worn in the building.
3. Blankets are not to be worn or taken to class.
4. 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.
5. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco or drugs.
6. Halter tops, spaghetti-strapped sundresses, 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.**
7. 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.**

8. Shorts and skirts should be fingertip length while arms rest naturally at the student's side.
9. Undergarments are not to be visible
10. Any tattoo that causes a disruption to the educational process is prohibited.
11. Sunglasses, except those prescribed by physicians, may not be worn.
12. 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 causes a clear and substantial classroom distraction, or disruption, for the students is not acceptable.
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.

### **Extortion, Damage, Destruction, Or Theft of School / Personal 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 Alarm**

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. 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.

### **Food and Drinks**

Food and drinks in classrooms may be acceptable under the proper supervision and if the food/drink can be consumed responsibly. The policy on food/drinks in the classroom will be at the discretion of the individual classroom teacher.

### **Forgery**

Forging notes and/or signatures for any reason is strictly prohibited.

### **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.

### **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.

### **Lack of Effort**

Any student attending Cassville High School shall attempt to succeed. 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.

### **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.

### **Missed/Skipped Detention**

All detentions assigned must be served. If a student misses/skips a detention, additional consequences will be assigned.



### **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, CBD products, 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 a 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-alike 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/Sale/Use of Tobacco Products/E-Cigs**

The possession or use of tobacco in any form including vapor cigarettes, patches, etc. 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, or using** tobacco products/e-cigs either on his person, in belongings, or in their locker will face disciplinary action.

### **Public Display of Affection**

PDA (embracing, kissing, and any other indecent action) is not appropriate behavior on school property.

### **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.

### **Sexual Harassment**

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

### **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.

## **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.**

## **Truancy**

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 office before leaving. If the student returns during the same day, the student must sign back in.

## **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.

## **Violence/Threat of Violence**

Students who make a threat (actual, implied, in jest, digitally, or other) that if inflicted, could/would cause injury or result in the death of one or more persons; or a threat regarding intent to bring a lethal weapon to school and/or use it will be taken very seriously. Furthermore, it is considered a threat if made verbally, non-verbally, written, on social media, using gestures, or any other form of threatening someone, or something. This includes, but is not limited to, threats made to, or about, students, teachers, staff members, the school, or anything else related to Cassville R-IV Schools. In such cases of threats, or perceived threats, the following procedures will be used:

- 1.) Notification of School Resource Officer
- 2.) Investigation of the threat
- 3.) Student will be placed on immediate 10 days OSS assignment
- 4.) Investigation to determine if OSS time will be adjusted based on the type or intent of threat; approved by District Superintendent.
- 5.) Final report given to School Resource Officer and Barry County Juvenile Office.

## **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.

## DISCIPLINE GRID

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Assault	5 days OSS + 5 days ISS	10 – 180 days OSS, possible expulsion			
Bus Misconduct	Conference with parent and student	1 detention	3 detentions*	5 day bus suspension*	10-180 day bus suspension and possible ISS/OSS
Cell Phone Violation	Student returns phone to locker	Office confiscation for remainder of day - student can retrieve	Office confiscation for remainder of day - parent must retrieve		
Cheating	Grade of zero and notify parents	1-3 days ISS*			
Chromebook Care Violation	Warning	1 detention	3 detentions*	1-3 days ISS*	
Computer/ Technology Misuse	Loss of computer privileges for 5 days	Loss of computer privileges for 10 days + ISS*	Loss of computer privileges for 20 days + ISS*	Loss of computer privileges for 20 day – rest of year + ISS*	
Class Disruption/ Disorderly Conduct	1 detention	3 detentions*	1-3 days ISS*	3-5 days ISS or OSS	
Damage / Destruction of Property	Unintentional: Pay for damages Intentional: Pay for damages / + ASD - OSS*				
Disrespect / Defiance	Conference with student + Possible ISS remainder of day – 3 days ISS	5 days ISS*	3 days OSS*	5 days OSS	10-180 days OSS
Dress Code Violation	Corrective action	3 days ISS	5 days ISS	1-10 days OSS	
Extortion	Restitution and detention – OSS depending on severity				

Fighting / Threatening	3-5 days OSS + 3-5 days ISS	5-10 days OSS + 5-10 days ISS	10 days OSS + Recommend for long term suspension	Recommend for expulsion	
Forgery	3 days ISS	ISS – OSS			
Hazing / Bullying	ISS – OSS depending on severity	OSS – 10-180 days depending on severity			
Inappropriate Language / Gestures	1 detention	3 detentions*	3-5 days ISS*		
Inciting fight / public disturbance	ISS – OSS depending on severity				
Lack of Effort	1-3 detentions	3-5 detentions*			
Leaving Classroom Without Permission	1 detention	3 detentions*	1-3 days ISS*	OSS	
Missed / Skipped Detention	Additional detention	1 day ISS *	3 days ISS*		
Possession, Sale, Use of Alcohol or Controlled Substances	10-180 days OSS + notification of law enforcement				
Possession, Sale, Use of Tobacco Products / E-Cigs	Confiscation + 5 days ISS	Confiscation + 3 days OSS + 3 days ISS*	Confiscation + 5 days OSS + 5 days ISS*	Confiscation + 10 days OSS	
Public Display of Affection	Conference with student	1 detention	3 detentions*	1-3 days ISS	
Sexual Harassment	ISS – long term suspension based on severity	10-180 days suspension / possible expulsion			
Tardiness	Teacher warning	Teacher warning	1 detention	3 detentions	1-3 days ISS

Theft / possession of stolen property	Restitution and detention – OSS depending on severity				
Truancy	3 days ISS	5 days ISS	10 days ISS		
Verbal Abuse / Assault of School Employee	1-180 days OSS*				

\*Corporal Punishment Option - If “Opt-In” Form is signed by parent

## 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 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 miles per hour on school grounds. Failure of a student to park properly in a 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 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 - [Click here for the Extracurricular Handbook](#)**

## **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 TV stations, school social media, and a school-wide phone call.

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

## **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.

## **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. Students must have their ID card with them; those who do not will be asked to wait at the end of the line.

### **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. 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 a 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.



## **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 school property 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 workplace 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.*

## 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. 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. 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 - [Click here for information about 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 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). The following is a list of student organizations offered at CHS:

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

Band  
FBLA (Future Business Leaders of America)  
FCCLA (Families, Careers & Community Leaders of America)  
FFA (Future Farmers of America)  
Fishing Team  
Foreign Language Club  
Interact Club  
Knowledge Bowl  
Mask & Gavel  
NHS (National Honor Society)  
SADD (Students Against Destructive Decisions)  
School Publication (Yearbook)  
Speech & Debate  
Student Council  
TSA (Technology Students of America)

**Non-Curricular Activity or Group:**

FCA (Fellowship of Christian Athletes)

**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, please call 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.

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

It is the belief of the 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**

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 email, 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.