

Cassville R-IV School District
Middle School
Student Handbook



2017-2018

CASSVILLE MIDDLE SCHOOL

STAFF

Administration	
Superintendent	Richard Asbill
Assistant Superintendent	Jill LeCompte
Director of Facilities and Operations	Dusty Reid
Director of Special Services	Amy Stephenson
Director of Activities	Doug Martin
Principal	Jim Barton
Assistant Principal	Ron Hudson
Building Staff	
Secretaries	Darci Walker Kandice Stough
Counselor	Amy Cole
6 th Grade Teachers	Rob Bredeson (Math) Shari Rhea (Comm Arts) Chris Seymour (History & Computers) Casey Harris (Science) Ann Nickle (Comm Arts) Darlene Post (History & PE)
7 th and 8 th Grade Teachers	Leslie McCullough & Casey Gaines (Comm Arts) Shawn Johnson & Clay Craig (Social Studies) Tanya Ketchum & Casey Bowman (Math) Darren Rhea and Brian Barbee (Science) Thomas Hubbard (Special Services)
Health/PE	Kristi Pinckard Chris Shore
Agriculture	John Littlefield
Art	Deb Curnes
Computers	Jake Forste
Family and Consumer Science	Ann Ellis
Industrial Arts	Robbie Atherton
Instrumental Music	Erica Gorman Ed Lammers
Vocal Music	Micah Boise
Special Services	Cheryl Dubuque Leisa Lasley Geri Wilson
English Language Learners (ELL)	Telisha Padilla
Librarian	Becky Haynes
Intervention	Leigh Martin
In School Suspension (ISS)	Mark Elliott

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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. Provide a 21st century learning environment
2. Focusing on math and literacy for all students grades K-12
3. Strategically respond to address student's individual needs
4. Developing grading practices that reflect student learning

1. 21st Century

- 1 to 1
- Technology Specific Learning Opportunities
- Project Based Learning
- K-12 Instructional Technology Standards
- Emphasis on Learning Targets
- Transformational not substitutional
- Technology Instructional Coach
- Production Centers and e-learning
- STEM
- Digital Citizenship

2. Math & Literacy

- Assessment: STAR Reading, Math & Early Literacy
- DRA K-5
- Daily Math Curriculum
- Integrate Missouri Literacy Standards into Content Areas
- MRI PK-12
- Reading Recovery
- STEM/PLTW

3. Student Needs

- Positive Behavioral Support (PBS) K-12
- Cooperative Assistance Team (CAT) PK-5
- Response to Intervention (RtI) PK-12
- Bright Futures
- Improved Tutoring at CHS
- Academic/At-Risk Intervention Program
- Building Level Interventionist

4. Student Learning

- Incorporate Rigor, Relevance, and Relationships into Curriculum
- Standards Based Grading PK-8
- Common Assessments
- Consistent Progress Monitoring K-12
- Grading Based on Missouri Learning Standards
- SLO driven instruction

**Comprehensive School Improvement Plan / Strategic Planning Document
2016-2017**

District Performance Standards

Academic Achievement	The district administers assessments required by the Missouri Assessment.
Subgroup Achievement	The district demonstrates required improvement in student performance for its subgroups.
College and Career Readiness	The district provides adequate post-secondary preparation for all students.
Attendance Rate	The district ensures all students regularly attend school.
Graduation Rate	The district ensures all students successfully complete high school.

Building Level Goals

Eunice Thomas Elementary

Goal 1: 90% of students will be reading at or above grade level as measured by the DRA, STAR, and classroom assessments.
Through the utilization of a greater variety of leveled text, specific/targeted assessments, diagnostics, increased intervention strategies and personnel we will be affording students more differentiated reading instruction and success.
Goal 2: Through implementation of Balanced Literacy and the incorporation of Readers' and Writers' Workshop strategies, teacher's instructional practices will change to allow for greater student achievement.
The teaching process itself will change to allow for greater small group targeted student instruction. Reading collections allow for greater diversification in reading material selection. Teachers will focus on the Missouri Learning Standards through the implementation of the Missouri Reading Initiative (MRI) utilizing leveled readers.

Intermediate

Goal 1: 90% of students will be at or above grade level in grade level math facts as measured by the STAR, and classroom assessments.
Through the identification and utilization of learning targets, specific and targeted assessments and diagnostics, and increased intervention strategies we will afford students more differentiated math instruction and success.
Goal 2: By developing a balanced literacy approach, using the MRI (Missouri Reading Initiative) model students will show growth annually through grade level assessments and progress monitoring.
Using MRI instructional strategies, students will be successful through small group, targeted instruction. Teachers will use multiple resources to focus on Missouri Learning Standards for reading and writing.

Middle School

Goal 1: By year's end, 80% of students will be reading at or above grade level as measured by the STAR and scoring proficient or advanced in ELA reading learning targets.
CA data team will meet regularly to evaluate STAR and in-class assessments of essential learning standards to plan and implement interventions based on student needs.
Goal 2: By mid-year, grades 6-8 will incorporate, follow, and adhere to our K-12 writing plan (TAGS).
All teachers in our building will reinforce the same vocabulary and have the same expectations of students regarding their writing activities assigned in class. Writing quality will improve with adherence to a common set of expectations.
Goal 3: By years end, 80% of students will be at proficient and advanced on districts new math curriculum grade level standards.
Math data team will meet regularly to evaluate in class assessments of essential learning standards to plan and implement interventions based on student needs. All departments will incorporate STEM based activities.

High School

Goal 1: Each teacher will have 80% of students show mastery on each learning target for each course.
We will progress monitor every student on each learning target to be able to work on interventions for students not being successful. Teachers will use our ACES tutoring time as well as an intervention specialist to help students achieve mastery.
Goal 2: Incorporate differentiated instruction in the classroom.
We will focus on differentiating instruction using SLO data and progress monitoring to drive instruction.
Goal 3: Continue to implement technology into instruction for students grades 9-12.
We will use a technology coach and student-led professional development to educate our staff on different methods that are available and what they can use to help our students become better equipped to enter into a 21 st century environment.



CASSVILLE R-IV SCHOOL DISTRICT 2017-2018 CALENDAR

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

AUGUST—12 DAYS

New Teacher Orientation—August 8 & 9
 Back-to-School Workshops—August 11, 14, & 15
 First Day of School—August 16

SEPTEMBER—19 DAYS

Labor Day Break—September 4
 Professional Learning Day—September 25 (No Students)

OCTOBER—20 DAYS

Parent/Teacher Conferences—October 24 & 26
 Fall Break—October 27
 Professional Learning Day—October 30 (No Students)

NOVEMBER—18 DAYS

Thanksgiving Break—November 22, 23, and 24
 Professional Learning Day—November 27 (No Students)

DECEMBER—15 DAYS

End of Semester—December 21 (1:00 Dismissal)
 Christmas Break—December 22, 25, 26, 27, 28, and 29

JANUARY—20 DAYS

New Year's Break—January 1 and 2
 School Resumes—January 3
 Professional Learning Day—January 15 (No Students)

FEBRUARY—20 DAYS

MARCH—19 DAYS

Trout Day and March Break—March 1 & 2
 Parent/Teacher Conferences—March 27 & 29
 Easter Break—March 30

APRIL—20 DAYS

Easter Break—April 2

MAY—9 DAYS

End of School—May 11 (1:00 Dismissal) (Pending Snow Days)
 Graduation—May 20
 Professional Learning Day—TBD (Certified Staff Only)

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

Make-Up Day Schedule

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

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

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.

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.

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.

All absences will be unexcused if no parent notification is given to office prior to, or immediately following, the absence. This notification can be in the form of a phone call to the Middle School office or through a signed note.

- | | |
|--|--|
| A. Illness (personal or in the immediate family) | D. Death in the family |
| B. Doctor or dental appointment | E. Injury |
| C. Appearance in court | F. Extenuating circumstances as approved by the principal in advance |

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 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. Furthermore, upon the 4th unexcused absence of each semester, a letter will be sent home notifying the parent. When a student has reached 8 unexcused absences of each semester, a letter will be sent home notifying the parent that Division of Family Services will be contacted should the student reach 10 unexcused absences during one semester. Upon the 10th unexcused absence, Division of Family Services will be notified.

CLASS SCHEDULE

Building opens	7:40 am	
Early Room Dismissal	8:00 am	
Warning bell	8:04 am	8 th Grade core 1 st block 8:07 – 9:39 am
1 st hour (1 st Block)	8:07 – 8:51 am	
2 nd hour	8:55 – 9:39 am	8 th Grade core 2 nd block 9:43 – 11:15 am
3 rd hour (2 nd Block)	9:43 – 10:27 am	
4 th hour	10:31 – 11:15 am	
Lunch / Advisement	11:15 – 12:00 pm	
5 th hour (3 rd Block)	12:02 – 12:46 pm	7 th Grade core 3 rd block 12:02 – 1:34 pm
6 th hour	12:50 – 1:34 pm	
7 th hour (4 th Block)	1:38 – 2:22 pm	7 th Grade core 4 th block 1:38 – 3:10 pm
8 th hour	2:26 – 3:10 pm	
Building closes	3:30 pm	

Cassville Middle School will be using block scheduling for 7th and 8th grade core classes only (Comm Arts, Math, Science, and Social Studies). All 8th grade students will have core classes in the morning during 1st and 2nd block. All 7th grade students will have core classes in the afternoon during 3rd and 4th block. Students will have two core classes per day for 92 minutes each, and will rotate between “Gold” days and “Black” days each day that school is in session. 6th graders will use an 8 class period day.

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.

GRADING SYSTEM

Standards Based Grading

At Cassville Middle School, we are dedicated to evaluating students based on their knowledge of the content being assessed. In order to effectively evaluate students' content knowledge, Standards Based Grading (SBG) is used. All standards align with the Missouri Department of Elementary and Secondary Education's (DESE) Missouri Learning Standards.

Advanced	4.0	Student is performing above grade level
Proficient	3.5 – 3.0	Student is performing at grade level
Basic	2.5 – 2.0	Student is working to perform at grade level
Below Basic	1.5 – 1.0	Student is not able to perform at grade level

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.

BEFORE SCHOOL

- A. Students should not arrive at school until after 7:40. If students arrive before 7:40 they must report to the designated Early, Early Room (CMS Library).**

- B. All students wishing to eat breakfast should go directly to the cafeteria immediately upon leaving the Library, or immediately upon arrival at school. Students who report to an early room will not be permitted to leave that early room. After finishing breakfast, each student must go directly to their designated area.
- C. *Sixth grade* students will go to the band room upon arrival or after completion of breakfast.
- D. *Seventh grade* students will go directly to the rock gym upon arrival or completion of breakfast.
- E. *Eighth grade* students will go directly to the Middle School gym upon arrival or completion of breakfast.
- F. 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 with them to the band room. **Students may not stop at lockers prior to 8:00.**
- G. All students having business at the office should report to the office prior to going to the gym.
- H. Failure to follow these procedures will result in disciplinary action.

LUNCH PERIOD PROCEDURES

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

- A. Students shall not bring classroom materials, supplies, folders, etc to 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. 7th and 8th grade students may not travel through the 6th grade hallway unless there is inclement weather. Students must seek permission to leave the lunchroom after arrival.
- B. 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. 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. All food and trash must be cleaned prior to leaving cafeteria.
- C. 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. It costs \$3 to replace a lunch card.
- D. No more than 5 students at a time will be allowed in the area where lunches are served.
- E. Lunch balance 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 may not be allowed to purchase ala carte items.

CLOSED CAMPUS AND WALKING TO AND FROM SCHOOL

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.

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.

STUDENT DISCIPLINE

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.

DETENTION

Detention is a 45 minute time period from 11:15 – 12:00 (Lunch/Advisement), Monday through Friday, which is used for punitive consequences to students for minor violations in an effort to hold the students accountable for their actions. Detention will be assigned on a daily basis and students will have the following expectations...

- 1.) Students will arrive on time, stay for the duration, bring material to quietly work on, and not communicate verbally, or non-verbally, with other students in detention.
- 2.) Students will place all forms of digital devices in the designated area upon entering the detention room.
- 3.) Each day a student skips detention will result in 1 day of ISS as well as serving the day of detention that was missed. Administrators reserve the right to assign additional consequences for repeat offenders of skipping detention.
- 4.) Misconduct in detention will result in students being sent out and being assigned extra detention days, or assigned ISS. While in detention, students are not allowed to purchase a la carte items from the lunch line.

IN SCHOOL SUSPENSION (ISS)

Cassville Middle School students may be assigned to serve one or more days of ISS. ISS will be assigned to students for disciplinary infractions. Students assigned to ISS must report to the ISS room at 8:07 a.m. and will remain until 3:10 p.m. Students will not be allowed to leave the ISS room except for scheduled rest-room 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. While in ISS, students are not allowed to purchase a la carte items from the lunch line. Students with an IEP will receive assistance while serving ISS. Failure to conform to the ISS rules, and complete the required work, will result in an assignment of additional days of ISS or being suspended from school. Any days of ISS missed due to absence from school will be made up upon returning to school.

OUT OF SCHOOL SUSPENSION (OSS)

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. In the case of a suspension by the Superintendent for more than ten days, the pupil or their 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, 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 Out of School 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 who come on campus without permission will be turned over to juvenile authorities.

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

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

1st Offense: May result in disciplinary action of OSS 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.

1ST Offense: 5 days OSS + 5 days ISS

Subsequent Offense: 10 - 180 days OSS and/or possible expulsion
(Student will be referred to the appropriate legal authorities.)

BUS MISCONDUCT – In order to transport children safely to and from school each day, as well as on school sponsored trips, it is very important that parents and children understand that there are certain requirements that must be followed for a safe and enjoyable ride. 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.

In order for us to work together to accomplish a safe and enjoyable ride we must work together. 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 take their seats and remain seated at all times until the bus comes to a complete stop.
3. Students shall not, at any time, extend arms or head out of bus window.
4. The bus driver is in charge of the students and the bus at all times, just as a classroom teacher is during the school day. Students must observe the directions of the driver and obey the driver promptly and courteously.
5. The bus driver has the responsibility and authority to request students to follow the regulations and to assign students to specific seats.
6. Students must have a note from parents that is to be turned into the office, to ride buses other than normal or to get off at a stop other than normal.
7. 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.

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 misbehavior may result in, but not be limited to:

1st Offense: Principal /student / parent conference

2nd Offense: 2 days Detention

3rd Offense: 4 days Detention and Transportation Suspension

4th Offense: 1-5 days ISS and Transportation Suspension

Subsequent Offense: 10 – 180 day transportation suspension + possible ISS or OSS

Additional bus problems or severe offenses may result in long-term suspensions. In severe cases the 1st through the 4rd steps could be bypassed.

CELL PHONES AND PED USE BY STUDENTS – Unless a teacher gives explicit verbal consent for their classroom, cell phones should be turned to off, or silent, and put away. The exception to this is that cell phones are allowed at Lunch/Advisement and during passing time. Students should not use cell phones to make phone calls, during the school day, they should come to the office and use school phones. 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.

Cell phone violation

1st offense: Conference + confiscate device. Cell phone will be returned at end of day.

2nd offense: Confiscate device + parent pickup device + 2 days detention

3rd offense: Confiscate device + parent pickup device + 4 days detention

Subsequent Offense: Confiscate device + parent pickup device + 3-180 days ISS.

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

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

Further offenses: Additional OSS up to 180 days

CHEATING/ACADEMIC DISHONESTY

1st Offense: Student will be required to complete alternate assessment to determine mastery of the content + notification of parent + 3 - 5 days detention.

2nd Offense: "0" on assignment + 3 days ISS

CLASSROOM DISRUPTION

1st Offense: Conference with principal/student, possible 2 days detention, and/or possible ISS remainder of day.

2nd Offense: 3 days detention

3rd Offense: 5 days detention

4th Offense: 3 – 5 days ISS

Subsequent Offense: 5 + days ISS or possible OSS

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

1st Offense: Conference with principal/student + possible ISS for remainder of day up to 3 full days.

2nd Offense: 3 days ISS

3rd Offense: 5 days ISS

4th Offense: 3 – 5 days OSS

Subsequent Offense: 5 – 180 days OSS

DRESS CODE – All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Students are expected to keep themselves well groomed, and neatly dressed at all times. Dress and appearance must not present health or safety hazards or be indecent, disruptive, distracting, 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, do-rags, bandanas, any item not designed to control/restrain hair, and hats are not to be worn in the building. If a hat is brought in the building, it should be left in a locker until the end of the day.
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 considerable amount of skin is unacceptable, low-cut blouses/shirts that expose an 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. Shorts may be worn by students at any time during the school year. The allowable length of shorts, pants, or skirts must extend to mid-thigh. Tight-fitting shorts such as bicycle pants, stretch pants, or yoga pants are not acceptable unless they are covered to mid-thigh (shorts policy). 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 any time.
7. Torn, frayed, ragged, cut-up jeans are not acceptable shorts. Jeans should not have transparent holes above mid-thigh (shorts policy).
8. Pants are to be worn appropriately at the waist. Loose fitting slacks, jeans, and shorts, should be belted or tied. Covering of sagging pants with an un-tucked 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 that poses a potential safety hazard to any student is not acceptable. Jewelry causing a clear/substantial classroom distraction, or disruption, for the students is not acceptable.
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 manner (including on top of head). **A physician's statement must be presented to the principal for authorization to wear sunglasses.**
12. Unnatural hair color that causes a clear and substantial classroom distraction, or disruption, for the students is not acceptable.

Any aspect of dress not listed here that is distracting to, or the disruption of, 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.

1st Offense: Warning and correct violation

2nd Offense: 3 day Detention

3rd Offense: 5 days Detention

4th Offense: ISS ranging from 3 – 5 days

Subsequent Offenses: 1 – 10 days OSS (Refusal to correct violation at any time will result in ISS for the remainder of that school day).

EXTORTION, DAMAGE, DESTRUCTION, VANDALISM, OR THEFT – Threatening or intimidating any student for the purpose of obtaining money or anything of value. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

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

2nd Offense: Restitution for damages, 1-180 days OSS or expulsion, notification to law enforcement officials, and 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

1st 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/INCITING / THREATENING – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1st Offense: 3 - 5 days OSS + 3 – 5 days ISS

2nd Offense: 5 – 10 days OSS + 5 – 10 days ISS

3rd Offense: 10 days OSS

Subsequent Offense: Recommend expulsion

FOOD AND DRINK –Only food that is sealed in air-tight bag, or container, may be taken from the cafeteria. Drinks in a clear, sealable, plastic container are allowed to be brought from outside of school. No other outside drinks are permitted, unless they are in a lunchbox/lunch container. Treats brought to give to others must be store bought and packaged. Each teacher will decide if they allow food or drinks in their specific classroom. Due to safety, technology, or other issues, it may not be allowable to have food or drink in certain classrooms.

FORGERY – Falsely and/or fraudulently making or altering a document.

1st Offense: 3 days ISS

Subsequent Offense: 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.

(Hazing and Bullying)

1st Offense: Principal/student conference and ISS or OSS depending on severity of offense. Notification will be made to law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: 10 – 180 days of OSS and possible expulsion. Notification will be made to law enforcement officials and documentation in the student's discipline record.

Harassment, including Sexual 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. Sexual harassment is the use of verbal, written or symbolic language that is sexually harassing and/or physical contact that is sexually harassing. (Report will be made to the appropriate legal authorities).

1st Offense: Will result in principal/student conference and ISS, or 1 - 180 days OSS, or possible expulsion. Notification will be made to law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: 10 - 180 days OSS, or expulsion. Notification will be made to law enforcement officials and documentation in student's discipline record.

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.

Same consequences as shown above under DISRESPECT / DEFIANCE

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.

1st Offense: 3 days Detention

2nd Offense: 5 days Detention

Subsequent Offense: 1-10 days ISS

LEAVING PREMISES W/O PERMISSION, UNAUTHORIZED ENTRY – (see Truancy)

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

2nd Offense: Recommend expulsion (*Student may be prosecuted according to the laws of the State of Missouri.*)

POSSESSION/SALE/USE OF TOBACCO PRODUCTS / E-CIGS – The possession or use of tobacco products, including but not limited to vapor cigarettes, patches, etc. 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:

1st Offense: Confiscation of product + Principal/Student/Parent conference + 3 days ISS

2nd Offense: Confiscation + 5 days ISS

3rd Offense: Confiscation + 3 days OSS

Subsequent Offense: Confiscation + 5 to 10 days OSS

Use / Distribution / Sale:

1st Offense: Confiscation of product + Principal / Student / Parent conference + 3 days ISS

2nd Offense: Confiscation + 3 days OSS

3rd Offense: Confiscation + 5 days OSS

Subsequent Offense: Confiscation + 10 days OSS

POSSESSION/SALE/USE OF UNAUTHORIZED SUBSTANCES (INCLUDING, BUT NOT LIMITED TO, UNAUTHORIZED OVER THE COUNTER MEDICATIONS, STIMULANTS SUCH AS ENERGY PILLS, DIET PILLS AND OTHER LOOK-A-LIKE DRUGS):

Possession/Consumption/Sale/Distribution:

1st Offense: 1 - 5 days ISS or OSS

2nd Offense: 10 - 180 days OSS

Sale/Distribution:

1st Offense: 10 days OSS

2nd Offense: 11-180 days OSS

PUBLIC DISPLAY OF AFFECTION – Physical contact which is inappropriate for the school setting. This includes, but is not limited to, hugging, kissing, arm around other person, and holding hands.

1st Offense: Principal / Student / Parent conference

2nd Offense: 3 days Detention

3rd Offense: 5 days Detention

Subsequent Offense: 1 – 10 days ISS or possible OSS

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. School lockers, desks, computers and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The school administration shall conduct a search and seizure when there is **reasonable suspicion**.

SEXUAL HARASSMENT (see **HARASSMENT**)

SKATEBOARDS & BICYCLES – 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.

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.

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.

TRUANCY, LEAVING SCHOOL W/O PERMISSION, UNAUTHORIZED ENTRY – Absence from school, 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.

1st Offense: 3 days ISS

2nd Offense: 5 days ISS

Subsequent Offense: 10 days ISS

VERBAL ABUSE OR ASSAULT TO A SCHOOL EMPLOYEE

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

WEAPONS, DANGEROUS INSTRUMENTS, CONTRABAND AND FIREWORKS — 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.

1st Offense: ISS, 1-180 days OSS, or expulsion depending upon the severity of the offense.

2nd Offense: 11-180 days OSS, 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. This includes, but isn't limited to, "hornets", rubber bands, straight pins, etc.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in * 571-010, RSMo.

1st Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

OTHER INFORMATION

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.

EXTRA/CO-CURRICULAR 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).**
- All assigned ISS or OSS must be completed before a student may participate in a competition.
- 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.

FIELD TRIP ELIGIBILITY REQUIREMENTS

The Principal, Assistant Principal, or PBS committee shall decide field trip, PBS activity, and other school events eligibility based on student conduct, attendance, and academic commitment. Eligibility for the end of year class trip for 6th, 7th, and 8th graders will partly be determined by a scoring rubric used during MAP testing. Items on the rubric include, but aren't limited to, coming to testing sessions prepared, bringing items to work on when completed testing, not bothering others, answering every question, etc. Students who meet the requirements as set forth on the rubric qualify, in part, for their grade level's class trip.

FREE AND REDUCED LUNCH

A free and reduced lunch program is available to students whose parents qualify according to federal guidelines. Free and reduced lunch applications will be made available to students at the beginning of school year. 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.

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.

LOCKS, LOCKERS, AND BAGS

Students will be assigned a locker for the storage of books and equipment. Lockers should be kept clean and neat at all times. Food should not be stored in lockers. 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. All lockers must have a lock on them. 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. Students should use caution when bringing personal items to school. It is not the responsibility of the school to search for missing, lost, or stolen personal items. Students bring personal items to school at their own risk and should take special care to properly secure their personal items.

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

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.

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 state-ments for each participant at all practices and athletic con-tests.

CLASS SCHEDULE CHANGES

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

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 are not allowed to make phone calls using cell phones during the school day. All communication should be monitored through office during the day, **NOT** cell phones.

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

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

School sponsored (Co-curricular) organizations may meet during the school day. Examples of co-curricular are FBLA, FFA, FCCLA, and TSA.

Non-School sponsored (Non-curricular) organizations must meet outside of normal school hours and are not school sponsored.

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.
10. 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.
18. 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.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. 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.
5. 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.
7. 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.
8. 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.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. 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.
4. 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.

DISTRICT POLICIES

AEROSOL PRODUCTS

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

ATTENDANCE

Students who have good attendance generally achieve higher grades, and enjoy school more. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instruction and cannot be entirely regained, even by extra instruction. Consequently, under these circumstances only mediocre success can be achieved in our academic programs. Our school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits. Regular contact with other students in the classroom and participation in well-planned instructional activity under the guidance of a competent teacher is vital to education.

JEA **COMPULSORY AND PART-TIME ATTENDANCE**

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JEC&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

JED **STUDENT ABSENCES AND EXCUSES**

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JED&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

JEDA **TRUANCY**

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JEDA&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

BREAKFAST

A nutritious breakfast will be served from 7:40 - 8:05 a.m. daily for any child who wishes to eat at school. Seating assignments may be made by the supervisors. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

CHANGE OF ADDRESS/PHONE NUMBER

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.

CLOSED CAMPUS:

Students may not leave school after arrival on the school grounds until dismissed or approved at the office. If a student must leave during the school day, he/she will need to be checked out

through the building level office. Upon return, the student must check in at the office before going to class.

COMMUNICATIONS:

Additional school information will be listed on the school web site: <http://cassville.k12.mo.us>, as well as on Twitter and Facebook.

CONCERNS:

If you are concerned about your child's academic progress, please feel free to contact your child's principal:

Jimmie Barton, Middle School: 847-3136

CURRICULUM

The district curriculum is directly related to the "Missouri Learning Standards" and the Missouri Map/EOC Assessment Program. Students will be instructed in the areas of Communication arts, mathematics, science, social studies, physical education/health, fine arts, including art and music.

CUSTODY OF STUDENTS

Cassville R-IV 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.

DIRECTORY INFORMATION

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. These items are considered as "Directory Information": student's name, parent's name, address, telephone number, electronic email address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

2. Parents or eligible students will have ten (10) school days to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent, including in print and electronic publication of the school’s district.
3. “Directory Information” is considered a “public record” which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-.202, RSMo.

EARLY DISMISSAL

If school is dismissed for any reason the Middle School will:

1. Notify parents in writing if possible
2. Notify radio stations & industries if early dismissal is made due to an emergency.

Parents should make arrangements for their children and discuss these arrangements with their children as to what to do whenever school is dismissed early. Let the teacher know in writing about your arrangements prior to an emergency or early dismissal.

EARLY RELEASE

Any parent who wishes to take a child from class early on any given day, must sign the child out in the office. Unless written permission is received, students will only be released to parents or legal guardians. ***Due to state regulations, a child must be counted absent for any part of a school day in which he/she is not present.*** Parents are to wait in the office for a child who is leaving early. **Office personnel will send for the child.**

ENROLLMENT/ADMISSION OF STUDENTS:

In order to help new students settle into their classes most comfortably, students enrolling after 8:00 a.m. are asked to begin attending classes on the following school day.

All individuals’ ages 5 by August 1st of the current school year through age 21 that live 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 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.

For school purposes, a child’s **legal** name **must** be used. Please do not request a child’s name be changed unless it has been changed through the legal process.

Grade placement and class assignment for a student should reflect the grade level/program of student, which is appropriate to academic, social, and emotional needs. Students who apply for admission to the district from other public school 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, which the principal and the staff of the school concerned believe make such adjustments necessary.

Students who apply for admission to the district from nonpublic or home instructional program 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, and any other pertinent data to the assignment of the student. A student received as a transfer from any non-accredited school or home study may not be placed or placed permanently until information has been received and evaluations are complete.

REQUEST FOR STUDENT RECORDS

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

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 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 or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as part of the student's scholastic record.

RESTRICTION FOR ADMISSION

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, the superintendent or designee may make such suspension or expulsion from another district effective.

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

In accordance with *167.181. RSMo, no student may be readmitted or enrolled the school district who has been convicted or charged with an act which if committed by an adult would be one of the following.

1. First degree murder under *565.202 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 readmittance 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 a student's disability.

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.

JEC STUDENT ADMISSION

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JEC&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

JECA ADMISSION OF STUDENTS

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JECA-1&Sch=16&S=16&RevNo=1.11&C=J&Z=P>

Book Charge/School Equipment (IS & MS)

EXTORTION, DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY

No student shall cause or attempt to cause damage or destruction of school property, and no student shall steal or attempt to steal property belonging to the school. Cassville R-IV School District will recover damages from any student destroying or stealing school property. Disciplinary action will range from ISS to long-range 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.

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.

FALSE ALARMS

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

FEDERAL NOTIFICATIONS: IDEA 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cassville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, 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.

The 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.

The 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).

The 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 third 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 in the Special Services Office from 8:00 am to 4:00 pm Monday-Friday, please call 417-847-4008 to set up an appointment.

This notice will be provided in native languages as appropriate.

504 PUBLIC NOTICE

The Cassville R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Cassville R-IV School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Cassville R-IV School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Services Office on Monday-Friday from 8:00 am through 4:00 pm, please call 417-847-4008 to set up an appointment.

This notice will be provided in native languages as appropriate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

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

- The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.

- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

HOMELESS CHILDREN AND YOUTH DEFINITIONS

For purposes of this subtitle: (1) The term ‘enroll’ and ‘enrollment’ include attending classes and participating fully in school activities. (2) The term ‘homeless children and youths’ (A) means individuals who lacked a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes (i) children and youths who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). (3) The terms ‘local education agency’ and ‘State educational agency’ have the meanings given such terms in section 9101 of the Elementary and Secondary Education Act Of 1965. (4) The term ‘Secretary’ means the Secretary of Education. (5) The term ‘State’ means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico. (6) The term ‘unaccompanied youth’ includes a youth not in the physical custody of a parent or guardian.

FUNDRAISERS

The principal must approve all fundraising 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.

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.

JHC STUDENT HEALTH SERVICES AND REQUIREMENTS

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JHC&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

IMMUNIZATIONS

1. Students **must** have all immunizations completed when school starts in August or they cannot attend school.
2. All new students enrolling in our school must have all immunizations completed and a copy of their record with them when enrolling.

INCLEMENT WEATHER

If it becomes necessary to dismiss school due to inclement weather, the announcement will be broadcast on the stations listed below. A phone message will be sent out to all District employees and students informing them of any inclement weather cancellations as well. If for some reason you do not hear or have questions, check with your principal. Dr. Asbill will check road conditions. We will try to get the announcement, when school will not be in sessions, to the news media as soon as we can. Additional notifications will be on the District Facebook and Twitter pages.

The Cassville R-IV School will announce school cancellation due to inclement weather on the following radio and TV stations:

Networks and Radio Stations:

KDEB-TV	KSPR-TV	KICK	KTOZ-
AM/FM	KLFJ	KTTS-AM/FM	KLTQ
KTXR	KORL-TV	KWFC	KOZK-TV
KWTO-AM/FM	KSMU	KXUS	KYTV \
KRLK			

INSURANCE

All students participating in athletics **MUST** be covered by insurance.

LUNCH

A nutritious lunch will be prepared daily by the school cafeteria staff. We hope your children will take advantage of these well-balance meals.

Extra milk may be purchased for each day. Snack milk will be available for your children also. The cost for this milk will be the same as that for the extra milk and is an additional charge not covered in the free/reduced lunch program.

Your children will be bringing home applications for free or reduced lunches. If you feel you qualify for this, please fill out the applications as soon as possible and return them to school.

PROGRESS REPORTS

Formal progress reports will be made at the end of each quarter. These reports are as follows:

- 1st quarterParent/Teacher Conference (with report card)
- 2nd quarter.....Report Card
- 3rd quarter.....Parent/Teacher Conference (with report card)
- 4th quarter.....Report Card

You may request and schedule a conference with your children’s teacher at any time. The teachers have daily planning periods. Conferences may also be held immediately after school.

Parents can keep updated with student progress through “Parent Portal” this allows parents to monitor student progress, lunch balance, etc. electronically. See office personnel to sign up for this program. *Daily progress can be monitored through the traditional Lumen Gradebook, while assessments and academic progress is viewed through the Standards Based tab.*

PROMOTION/RETENTION AND ASSIGNMENT OF GRADE LEVEL

It is our goal that each student in our intermediate program is successful. **Student performance on daily work, effort made by the student, tardies, and attendance will be studied when decision of promotion or retention are made.**

JECC-1 ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JECC-1&Sch=16&S=16&RevNo=1.11&C=J&Z=P>

IKE PROMOTION, ACCELERATION AND RETENTION OF STUDENTS
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=IKE&Sch=16&S=16&RevNo=1.01&C=I&Z=P>

SAFE SCHOOLS ACT

<http://dese.mo.gov/governmental-affairs/legislation/safe-schools-act>

SCHOOL PICTURES

Individual student pictures and class group pictures will be taken during the fall. A yearbook will be made in the spring. Pictures and the yearbook may be purchased by your child. *Fall picture day is Thursday, September 8.*

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.

TRANSPORTATION

JFCC

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCC&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

VISITORS TO THE CAMPUS

In today's society, visitors to campus must be screened carefully. Persons wishing to talk with a student or staff member, regardless of the reason, should be directed to the Principal's office for further instruction. It is rare that non-relatives are allowed to visit with students. Building administration will make the decision. If you are expecting a guest or visitor, please notify the office. Former students wishing to visit teachers must have prior permission from the teacher. It is best for former students to visit faculty/staff after school dismisses. In order to protect our students and their rights as minors, unauthorized people entering campus must check in at the office and be issued a dated visitor's pass.

VOLUNTEERS

We feel one of the best ways for you to get to know your child's academic progress, his/her teachers, and the academic program he/she is in, is to volunteer in the intermediate school. **You are invited to be a school volunteer.** Contact your child's teacher or the building level principal about volunteering.

WEAPONS

In order to maintain the safety of the educational community, the district will strictly enforce 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, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

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 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 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.

WELLNESS POLICY

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

WITHDRAWAL FROM SCHOOL

Students who are withdrawing from school shall present a written withdrawal request from their parents. All text-books 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.

STUDENT EXPECTATION FORM

(To be signed by student and parent and returned to 8th hour teacher prior to end of day August 22, 2016
Student will be ineligible for incentive rewards until this form is signed and returned)

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.

Student Signature

Parent/Legal Guardian Signature

Date

Date

ATTENTION PARENTS

I hereby give permission for my child to participate in middle school-related student trips during the 2016-17 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.

Parent/Legal Guardian Signature

Date

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.