

Cassville R-IV School District
Middle School
Student Handbook



2021-2022

CASSVILLE MIDDLE SCHOOL STAFF

Administration	
Superintendent	Dr. Merlyn Johnson
Assistant Superintendents	Eric White & Traci Mitchell
Director of Facilities and Operations	Dusty Reid
Director of Special Services	Amy Stephenson
Director of Activities	Doug Martin
Principal	Darren Rhea
Assistant Principal	Samantha Cosper
Building Staff	
Secretaries	Darci Walker Kandice Stough
Counselor	Amy Cole
6 th Grade Teachers	Rob Bredeson (Math) Krystal Barnes (Comm Arts) Chris Seymour (Social Studies) Jo Lynn Burke (Science) Collin Pearman (Comm Arts) Clayton Bagby (PE)
7 th and 8 th Grade Teachers	Katherine Adams & Janet Yunk (Comm Arts) Bobby Bishop & Mark Elliott (Social Studies) Tanya Ketchum & Tara Hutchens (Math) Casey Parsons & Emily Pry (Science) Lindsey Halterman & Joshua Schmitt (PE)
Agriculture	Jimmy Hinson
Art	Cindy Holman
PLTW Computer Science	Jake Forste
Family and Consumer Science	Ann Ellis
PLTW Engineering/ Woods	Robbie Artherton
Instrumental Music	Christian Estella Micah Boise
Vocal Music	Taylor Bench
Special Services	Bob Deffenbaugh Cheryl Dubuque Leisa Lasley Shawn Trent
English Language Learners (ELL)	Zabdi Salazar
Librarian	Becky Haynes
Intervention- Reading	Dixie Henry
Intervention- Math/ Instructional Coach	Casey Bowman
In School Suspension (ISS)	Matt Holtzman

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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. Providing clear and concise PreK -12 communication with stakeholders
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. Communication	2. Math & Literacy
<ul style="list-style-type: none"> • Casville mobile phone app • Social Media • School Messenger phone system • District and individual building websites • Strategic Planning meetings • Wildcat Chat newsletter • Parent Teacher Conferences • Routine progress reports 	<ul style="list-style-type: none"> • District diagnostic assessment tool • Developmental Reading Assessment (DRA) K-5 • Daily Math Curriculum • Integrate Missouri Literacy Standards into Content Areas • Missouri Reading Initiative (MRI) PK-12 • Reading Recovery • Science, Technology, Engineering, and Mathematics (STEM) Project Lead the Way (PLTW) • Engineering by design
3. Student Needs	4. Student Learning
<ul style="list-style-type: none"> • Positive Behavioral Support (PBS) K-5 • Cooperative Assistance Team (CAT) PK-8 • Response to Intervention Team (RtI) PK-12 • Bright Futures • Improved Tutoring at Cassville High School and student success center • Academic/At-Risk Intervention Program • Building Level Interventionist 	<ul style="list-style-type: none"> • Incorporate Rigor, Relevance, and Relationships into Curriculum • Standards Based Grading PK-8 • Common Assessments • Instruction and grades based on Missouri Learning Standards • Consistent Progress Monitoring K-12

Middle School

Goal 1: Focus on parent/teacher/student communication.

Homeroom teachers will communicate with parents a minimum of once a quarter.

Routine monitoring of student progress in all classes will be communicated to parents.

Goal 2: Incorporate differentiated instruction in the classroom.

Focus on differentiating instruction using proficiency scales to drive instruction and intervention.

2021-2022 District Calendar

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
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	



DATES AND EVENTS

New Teacher Orientation	August 10 & 11
Back-to-School Workshops	August 16-19 & 23
Stop and Drop/Freshmen Orientation	August 19
First Day of School	August 24
Labor Day	September 6
Professional Learning	September 27
Parent/Teacher Conferences	October 18-29
Fall Break	October 22
Professional Learning	October 25
Thanksgiving Break	November 24-26
End of Semester	December 21
Christmas Break	December 22-31
Professional Learning	January 3
School Resumes	January 4
Martin Luther King Day	January 17
Professional Learning	February 11
Trout Day	March 1
March Break	March 11
Professional Learning	March 14
Parent/Teacher Conferences	March 14-25
Easter Break	April 15 & 18
End of School (Pending Snow Days)	May 19
Graduation (Tentative)	May 22

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Grade Reporting Events

End of 1st Quarter--October 15
End of 2nd Quarter--December 21
End of 3rd Quarter--March 10
End of 4th Quarter--May 20 (TBD)

Parent-Teacher Conferences

October 18-29 Parent/Teacher Conferences
March 15-25 Parent/Teacher Conferences

Snow Make-Up Days

Days 1 & 2--Monday, May 20
Days 3 & 4--Tuesday, May 23
Days 5 & 6--Wednesday, May 24
Days 7 & 8--Thursday, May 25
Days 9 & 10--Friday, May 26

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

Board Approved: February 18, 2021

School Closed
 Early Release (1:00 PM)

Professional Development (No Students)
 Make-Up Day (See Planned Schedule)

Parent-Teacher Conferences
 Start of Semester

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.

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>

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.

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 the 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.

- 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>

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

The Cassville R-IV School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized for up to 5 days when school is closed due to a health concern, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters. The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge. We will notify all parents/guardians, as we have in the past, via school outreach calls/text and social media postings in the event of school closures and use of AMI days.

VIRTUAL INSTRUCTION

Launch/Edgenuity

Cassville R-VI School District offers several online courses through the Launch or Edgenuity Program, which has a large variety of rigorous online courses available for 7-12. Courses range from seated online offerings on campus to completely virtual outside of school offerings. Launch or Edgenuity is the preferred MOCAP provider of Cassville R-IV School District. Please check with your school counselor or principal for further information and application processes for these offerings.

MOCAP

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). Currently, MOCAP offers courses for K through 12th grade. Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time, nor place dependent.

Cassville R-IV School District open enrollment in virtual courses closes on the 5th academic day of the spring and fall semesters. Open enrollment for summer virtual courses closes 5 academic days prior to the start of the summer session. In the additional information section, you will find a link to the district's school board policy regarding online courses (IGCD) and a link to the DESE (Department of Elementary and Secondary Education) MOCAP page. If you would like additional information about online courses, please contact your building's counselor or principal.

The district will pay the costs of virtual course only if the district has first approved the student's enrollment in the course as described in the policy below. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyber bullying.

When determining if enrollment in a virtual course is the best educational decision for a student, the student and parent might consider the following information.

Preferred Student Skills for Success in Virtual Courses:

- * Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- * Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- * Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- * Student has the necessary computer or technical skills to succeed in a virtual course.
- * Student has access to technology resources to participate in a virtual course.
- * Student previously has been successful with virtual coursework.

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 will be announced when arrangements have been made.***

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.

CLASS SCHEDULE

Early Rooms open	7:40 am	6 th MS Gym/ 7 th Rock Gym/ 8 th MS Gym	
Early Room Dismissal	8:00	Students to lockers	
1 st hour (Core Block 1)	8:05 – 8:51	Core Block 6 th & 8 th grades from 8:07-9:39	7 th Electives
2 nd hour (Core Block 1)	8:55 – 9:39	Core Block 6 th & 8 th grades from 9:43-11:15	7 th Electives
3 rd hour (Core Block 2)	9:43 – 10:27		7 th Electives
4 th hour (Core Block 2)	10:31 – 11:15		7 th Electives
7/8 th Lunch (MS cafeteria)	11:15 – 11:39	7/8 th Lunch (MS)	6 th Home Room
6 th Lunch (Intermediate café..)	11:36 – 12:00	6 th Lunch (Interm)	7/8 th Home Room
5 th hour (Core Block 3)	12:02 – 12:46	Core Block 7 th grade from 12:02 – 1:34	6 th Band/Specials 8 th Electives
6 th hour (Core Block 3)	12:50 – 1:34		6 th Band/Specials 8 th Electives
7 th hour (Core Block 4)	1:38 – 2:22	Core Block 6 th & 7 th Grades from 1:38 – 3:10	8 th Electives
8 th hour (Core Block 4)	2:26 – 3:10		8 th Electives
Building closes	3:30 pm		

Cassville Middle School uses block scheduling for all **core classes** (*Comm. Arts, Math, Science, and Social Studies*). Students have two of their core classes on **Black** days and the other two on **Gold** days. Black/Gold days missed when school is canceled will be added to the end of the year.

To help remind students daily, the TV message boards in the hallways have Black or Gold backgrounds specific to the current day. An email of the Black/Gold calendar will be sent to all students.

EARLY DISMISSAL

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

1. Notify parents via School Messenger, the District app, or social media.
2. Notify radio stations & industries if early dismissal is made due to an emergency.

Parents should make arrangements and discuss these with their children- as to what to do whenever school is dismissed early.

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.

GRADING SYSTEM

FINAL COURSE GRADES

60% Summative/ 40% Formative

- The following scale will be used for all grading:
 - 100-90% = A; 89-80% = B; 79-70% = C; 69-60% = D; 59- 0% = F
- SUMMATIVE GRADES
 - Assessments; Projects; Essays
- FORMATIVE GRADES
 - Quizzes, Daily Work; Homework; Bellringers; Exit Tickets; Labs; etc.

REASSESSMENT- MANDATORY

- A student must retake an assessment if they *initially* score less than 60%
 - The teacher will initiate this process and will establish the timeline to reassess
 - Missing work must be made up prior to reassessment
 - Additional learning activities will be assigned prior to reassessment
 - The highest score achieved will be entered into Lumen

REASSESSMENT- VOLUNTARY

- A student may request to reassess regardless of their initial score
 - The student will initiate this process through communication with that teacher
 - The teacher may require all missing work to be completed prior to reassessment
 - The teacher may assign additional learning activities prior to reassessment
 - The teacher will determine how many reassessments are appropriate
 - The highest score achieved will be entered into Lumen

FORMATIVE GRADE MAKEUPS

Each teacher will provide the students with expectations for missing or incomplete work makeup guidelines as part of their course syllabus.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (see Extracurricular Activities Handbook)

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

Grade cards will be sent home with students each quarter.

PROGRESS MONITORING

Home Room Teachers will receive 3-week D/F lists from the office and will communicate with parents if their child is on the list.

Parents can monitor student progress through Lumen “Parent Portal” this allows parents to view grades, attendance, view/pay lunch balances, etc. electronically. See office personnel to sign up for this program.

- **NOTE:** *We are transitioning away from Standards Based reporting. The Lumen Grade Book will be utilized and updated regularly by all CMS Teachers.*

You may request and schedule a conference with your children’s teacher at any time. All teachers have daily planning periods. Conferences may also be held before/after school, in person, Skype, etc.

Home Room Teachers serve as academic advisors/mentors, and as communication liaisons between parents and teachers. CMS has two windows where HR Teachers will reach out to all students on their roster and establish communication preferences for parents. The **Fall window** is *prior to September 24* and the **Spring window** is *after Christmas break until February 18*. Parents should communicate general questions or concerns about their child at any time with the HR Teacher, who can facilitate further action, if needed.

Student-led Parent-Teacher Conferences will be scheduled for all students in the Fall October 18-29. Spring Conferences will be scheduled for all students with any course grades of D/F and for parents who indicate they desire another conference. The Spring conference window is March 15-25.

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. Several Fine and Practical Arts offerings are available to all CMS students including Art, Band, Choir, Family &

Consumer Science, Digital Media, Project Lead The Way (Engineering, Computer Science, and Biomedical), and Woods. Additionally, all 6th grade students receive instruction on Digital Citizenship.

PROMOTION/RETENTION AND ASSIGNMENT OF GRADE LEVEL

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.
- VI. Student attendance.

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>

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 may result in disciplinary action.

BREAKFAST

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.

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 the 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 6 students at a time will be allowed in the area where lunches are served.
- E. Lunch balance payments may be made in the CMS Office or online. Cashiers in the cafeteria cannot receive payments. 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.

WILDCAT BEHAVIOR PLAN - CMS

The goal of the Wildcat Behavior Plan is to educate students regarding appropriate interpersonal interactions in all school settings. Accountability for decisions students make is part of the plan. The teachers at CMS will use the same modification processes to correct inappropriate or disruptive/ disrespectful behavior. The student bears responsibility in acknowledging how their decision impacted the rights of others to learn without disruption. The teacher reserves the right to skip any and all steps in the discipline plan if the misbehavior persists or escalates.

WILDCAT REWARDS

CMS Students who meet expectations for behavior each quarter will earn participation in Wildcat Reward activities and/or trips. Students who do not meet the expectations will be placed in a “no-go” room and be expected to read or catch up on missing/incomplete work. Expectations are as follows:

- No assigned ISS/OSS during the quarter
- 5 or fewer days of Detention assigned during the quarter
- Attendance at or above 90% for the quarter regardless of reason

No “I” (Incompletes) entered in Lumen gradebook

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/Home Room), 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 8:05 a.m. and will remain until 3:10 p.m. Students will not be allowed to leave the ISS room except for scheduled restroom breaks. Students must bring all their textbooks, workbooks, and needed supplies to the ISS room. Students will not be allowed to talk or socialize and must complete all assigned work. Students may bring lunch from home or may purchase one from the cafeteria. 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. Some student actions warrant additional suspension (OSS) beyond the initial 10 days assigned by the administration. 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 of Education. In the event of an appeal to the Board, the Superintendent shall promptly transmit to the Board 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. 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.

OSS/LONG TERM SUSPENSION

In instances such as these, an initial parent meeting will be held the day of the suspension. A written notice of suspension will be given and the parent/guardian shall be informed if there is the potential for additional days of OSS to be recommended. A letter from Cassville Middle School Administration will be mailed to the residence and an assessment of threat meeting will be conducted to determine the total length of suspension based around the circumstances of the disciplinary violation. If approved, the district will send a second letter confirming the additional OSS. In this letter the appeal process will be outlined.

Examples of recommendations for severe disciplinary violations:

Discipline Violation	Suspension + Recommendation
Drug Possession	10 days OSS + Recommendation for 30 additional days
Drug Possession & Distribution	10 days OSS + Recommendation for 45 additional days
Drug Possession & Use	10 days OSS + Recommendation for 45 additional days

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 the 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.

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>

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

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 + will be locked in the office. Cell phone will be picked up by the student at end of day.

2nd Offense: Confiscate device + will be locked in the office + parent/guardian only pickup device + 2 days detention

3rd Offense: Confiscate device + will be locked in the office + parent/guardian only pickup device + 4 days detention and student may be required to check phone in at the office before school and check phone out after school.

Subsequent Offense: Confiscate device + parent pickup device + 3-180 days ISS + phone check-in/ check-out.

***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/PLAGIARISM

1st Offense: Student will be required to complete alternate assessment to determine mastery of the content and notification of parent and 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: 1 – 3 days ISS

3rd Offense: 3 – 5 days ISS

Subsequent Offense: 5 + days ISS or possible OSS

COMPUTER/TECHNOLOGY MISUSE – Use of school provided computers, or technology devices, by students should be for education purposes only. Students being on inappropriate web-sites or not using the device for the designated educational purposes is a violation and will have consequences.

1st Offense: Loss of computer privileges for 5 days.

2nd Offense: Loss of computer privileges for 10 days + ISS

3rd Offense: Loss of computer privileges for 20 days + ISS

Subsequent Offense: Loss of computer privileges 20 days – rest of year + ISS

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 into 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 manor (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 distractive 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

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 to include marijuana extracts (Cannabidiol or CBD) 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/USE/DISTRIBUTION OR SALE 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 / Use / Distribution/Sale:

1st Offense: Confiscation of product + Principal/Student/Parent conference + 5 days ISS

2nd Offense: Confiscation + 3 days ISS + 3 days OSS

3rd Offense: Confiscation + 5 days ISS + 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.

When the tardy bell rings – Teachers will close their doors

Students in the hallway will have to report to the office to sign in on the tardy roster and pick up a red tardy ticket to get into class.

The student will return promptly to class, sign and hand in the red tardy ticket to their teacher.

The teacher will record the tardy when it does not present an unwanted break in instruction.

When a student receives their 3rd tardy – They will receive an Admin. Managed Lumen Write up for Attendance-Excessive Tardies for each tardy 3 or greater.

3rd Tardy – 1 day Lunch Detention – Classroom Teacher will contact parent regarding tardies

4th Tardy – 3 days Lunch Detention

5th Tardy – 5 days Lunch Detention

6th – 1 day ISS

7th – 2 days ISS etc.

This will be enforced by class and will reset at the end of each academic quarter

Any teacher responsible for a late student release will need to provide a written note excusing the student(s) tardy. The office should be immediately contacted if a class is released late so that an all-call can be placed to excuse those students.

TRUANCY - LEAVING ASSIGNED CLASSROOM WITHOUT PERMISSION - 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: Conference with student and ISS remainder of day up to 3 full days

2nd Offense: 2 days ISS

3rd Offense: 3 days ISS

Subsequent Offense: 5-10 days ISS or OSS

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. (Report will be filed with the appropriate legal authorities).

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).

VIOLENCE / THREAT OF VIOLENCE

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

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

WEAPONS, DANGEROUS INSTRUMENTS, CONTRABAND AND FIREWORKS — 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.

Subsequent 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).**
- Students failing more than one class may become ineligible for participation.
- Students with incompletes (I) in classes may be ineligible for participation.
- 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.
- Students must show proof of insurance

FIELD TRIP ELIGIBILITY REQUIREMENTS

The Principal, Assistant Principal, or designated committee shall decide field trip, reward activity, and other school events eligibility based on student conduct, attendance, and academic commitment.

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 or online through the District web page.

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 statements for each participant at all practices and athletic contests.

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.

COX and Mercy both operate walk-in clinics for students on Campus when school is in-session. COX uses a Tele-Doc virtual link to their Doctors, while Mercy provides a Doctor and an assistant from 7 AM until 10 AM. More information can be obtained by calling CMS Office.

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.

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.

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. Students with Incompletes (I) in classes may not be eligible to participate in Student Organizations.

School Sponsored (Co-curricular) organizations may meet during the school day. Examples of co-curricular are FBLA (*Future Business Leaders of America*), FFA, (*Future Farmers of America*), FCCLA (*Family, Career & Community Leaders of America*) and TSA (*Technology Student Association*).

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

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.

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.

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.

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:

Darren Rhea: 847-3136

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.

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.

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.

TITLE IX DISCRIMINATION POLICY

The Cassville R-IV School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

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.

FOR ADDITIONAL INFORMATION REGARDING FEDERAL LAW AND CASSVILLE R-IV BOARD POLICY, YOU MAY ACCESS THE LINKS BELOW.

Links can be found at: <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=16>

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

[Board Policy IGBA: Special Education](#)

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

[Board Policy IGBCA: Homeless](#)

[Board Policy IGBCB: Migratory](#)

Board Policy IGBH: English Learners

Board Policy GBL: Personnel Records

Board Policy IL: Assessment Program

Board Policy KB-AP1: Public Information Program

Board Policy EFB: Free and Reduced Lunch Program

Board Policy JO: Student Records

Board Procedure JO-AP1: Student Records

Board Policy JHC: Student Health Services and Requirements

Board Policy JHDA: Surveying, Analyzing or Evaluating Students

Board Policy KI: Public Solicitations/Advertising in District Facilities

Board Policy IGAEB: Sexual Health Instruction

DESE Trauma-Informed Schools Initiative

Board Policy JFG: Searches of Students

Board Policy JFCI: Student Drug Testing

Board Policy JFCF: Bullying

Board Policy JFCH: Student Alcohol/Drug Abuse

Board Policy JFCJ: Weapons in School

Board Policy JG: Student Discipline

Board Policy JG-R1: Student Discipline

Board Policy JGA-2: Corporal Punishment

Board Policy JGE: Discipline of Students with Disabilities

Board Policy JGF: Discipline Reporting and Records

Board Policy JHDF: Suicide Awareness and Prevention

Board Policy IGCD: Virtual Courses

Board Policy JHCB: Immunization of Students

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. Johnson 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				

SAFE SCHOOLS ACT

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

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.

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.

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 textbooks and all library books must be returned. They must be cleared through the office of all fines and service charges due. Any student not following procedure will not receive their transcript.



2021-22 CMS CORE CLASS ASSIGNMENTS



Exploratory Periods			1st 8:05-8:51	2nd 8:55-9:39	3rd 9:43-10:27	4th 10:31-11:15	7/8 Lunch 11:15-11:39 6 Lunch 11:36-12:00	5th 12:02-12:46	6th 12:50-1:34	7th 1:38-2:22	8th 2:26-3:10
Teacher	Rm #	B G	8th Core Block 1 8:07 – 9:39		8th Core Block 2 9:43 – 11:15			7th Core Block 3 12:02 – 1:34		7th Core Block 4 1:38 – 3:10	
7/8 CA											
Adams	15	B	8th CA *		PLAN		HR/ LUNCH	7th CA *		7th CA	
		G	8th CA *		8th CA			7th CA *		7th CA	
Yunk	14	B	8th CA		8th CA		LUNCH/ HR	7th CA		7th CA	
		G	8th CA		8th CA			PLAN		7th CA	
Henry	26		7th Reading	7th Reading	7th Reading	PLAN	Lunch/ HR	6th Reading	6th Reading	8th Reading	8th Reading
7/8 Science											
Parsons	17	B	8th Science		8th Science		Lunch/ HR	7th Science		7th Science	
		G	8th Science		8th Science			7th Science		PLAN	
Pry	21	B	PLAN		8th Science		HR/ Lunch	7th Science		7th Science	
		G	8th Science		8th Science			7th Science		7th Science	
7/8 Math											
Hutchens	25	B	8th Algebra		8th Math		Lunch/ HR	7th Math		7th Pre-Algebra	
		G	8th Math		PLAN			7th Math		7th Math	
Ketchum	23	B	8th Math		8th Math*		HR/ Lunch	PLAN		7th Math *	
		G	8th Math		8th Math*			7th Math		7th Math *	
Bowman	25	B	IC	IC	IC	7th Math +		IC	IC	IC	8th Math +
		G									
7/8 SS											
Bishop	48	B	8th Social Studies		8th Social Studies		Lunch/ HR	7th Social Studies		7th Social Studies	
		G	PLAN		8th Social Studies			7th Social Studies		7th Social Studies	
Elliot	50	B	8th Social Studies		8th Social Studies		HR/ Lunch	7th Social Studies		PLAN	
		G	8th Social Studies		8th Social Studies			7th Social Studies		7th Social Studies	
6th Grade											
Pearman	11		6th CA		6th CA		HR/ Lunch	6th Read Intervention	PLAN	6th CA	
Barnes	12		6th CA		6th CA		HR/ Lunch	6th Read Intervention	PLAN	6th CA	
Seymour	52	B	6th Social Studies		6th Social Studies		HR/ Lunch	<6th Explore & Enrich	PLAN	6th Social Studies	
		G	6th Social Studies		6th Social Studies					6th Social Studies	
Mills	53	B	6th Science		6th Science		HR/ Lunch	PLAN	<6th Explore & Enrich	6th Science	
		G	6th Science		6th Science					6th Science	
Bredeson	24	B	6th Math		6th Math		HR/ Lunch	PLAN	6th Math Intervention	6th Math	
		G	6th Math		6th Math					6th Math	
Bagby		B	6th PE/DARE		6th PE/DARE		HR/ Lunch	<6th Explore & Enrich	PLAN	6th PE/DARE	
		G	6th PE/DARE		6th PE/DARE					6th PE/DARE	

KEY: < = 6th Grade Rotation



2021-2022 C.M.S. ELECTIVE CLASSES & ROOMS



Elective Periods		1 st 8:05-8:51	2 nd 8:55-9:39	3 rd 9:43-10:27	4 th 10:31-11:15	Lunch/HR	5 th 12:02-12:46	6 th 12:50-1:34	7 th 1:38-2:22	8 th 2:26-3:10
		7th Grade Exploratory					8th Grade Exploratory			
Schmitt	MSG	*Boys/Girls Adv. PE	Boys PE Boys PE	*Boys Adv. PE	ISS	Lunch/ HR	Boys PE Boys PE	*Adv. PE	Boys PE Boys PE	PLAN
Halterman	MSG	PLAN	Girls PE Girls PE	*Girls Adv. PE	Girls/Boys PE Girls/Boys PE	HR/ Lunch	Girls PE Girls PE	Health & Well Health & Well	Girls PE Girls PE	Girl/Boy PE Girl/Boy PE
Parnell	FH	@ HS	@ HS	@ HS	@ HS	@ HS		*Adv. PE	*Adv. PE	PLAN
Bench	31	7th Choir 7th Choir	Music Music	@ HS	@ HS	Lunch	<6 th Explore & Enrich	Music Music	PLAN	8 th Choir
Estella	33	@ HS	PLAN	* Jazz Band	* Band	Lunch / HR	* 6 th Band	6 th Band	* Jazz Band	*8 Band
Boise		@ HS	@ HS	@ HS	MS	Lunch / HR	6 th Band	<6 th Explore & Enrich	PLAN	MS
Holtzman	33	ISS	ISS	ISS	PLAN	ISS	ISS	ISS	ISS	ISS
Ellis	22	FACS I FACS I	FACS I FACS I	PLAN	FACS I FACS I	Lunch/ HR	* FACS II	<6 th Explore & Enrich	* FACS II	FACS I FACS I
Holman	32	Art I Art I	PLAN	Art I Art I	Art I Art I	Lunch/ HR	*Art II	<6 th Explore & Enrich	Art Art	Art Art
Artherton	36	~Robot I Woods I	Woods I ~Robot I	~Robot I Woods I	Woods I ~Robot I	Lunch/ HR	*Woods II	~^Adv Robotic ~^Adv Robotic	Woods Woods	PLAN
Forste	18	~CSAC ~CSMI	Publications ~CSMI	~CSAC Publications	~CSMI ~CSAC	Lunch/ HR	~^CSAC ~^CSMI	~^CSAC ~^CSMI	Yearbook Yearbook	PLAN
Hinson	20	@ HS	@ HS	@ HS	@ HS	@ HS	Explore Ag Explore Ag	<6 th Explore & Enrich	PLAN	Explore Ag Explore Ag
Haynes	16	LMC	LMC	LMC	LMC	Lunch/ HR	<6 th Explore & Enrich	LMC	LMC	LMC
Henry		7 th Read +	7 th Read +	7 th Read +	PLAN	Lunch / HR	6 th Read +	6 th Read +	8 th Read +	8 th Read +
Bowman		IC	IC	7 th Math +	IC		IC	IC	IC	8 th Math +
Deffenbaugh	47	B G	8 th 8 th	8 th 8 th	8 th 8 th	Lunch/ HR	Study Skills	Study Skills	Study Skills	PLAN
Trent	47	B G	Study Skills	Study Skills	Study Skills	PLAN	Lunch/ HR	7 th 7 th	7 th 7 th	
Lasley	49	B G	6 th 6 th	6 th 6 th	6 th 6 th	HR/ Lunch	Study Skills	PLAN	6 th 6 th	
Dubuque	51	Life Skills	Life Skills	Life Skills	Life Skills	Lunch/ HR	PLAN	Life Skills	Life Skills	Life Skills
Hudson	Office	Counselor	Counselor	Counselor	Counselor	Lunch/ HR.	Counselor	Counselor	Counselor	Counselor

KEY: ~ = Project Lead The Way ^ = Genius Hour * = Full-Year Course < = 6th Grade Rotation

STUDENT EXPECTATION FORM

(To be signed by student and parent and returned to Home Room teacher prior to end of day September 10, 2021.
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 2021-22 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.