

Cassville R-IV School District  
Middle School  
Student Handbook



2024-2025

## CASSVILLE MIDDLE SCHOOL STAFF DIRECTORY

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<b>Table of Contents</b>			
2024-2025 School Calendar	4	Inappropriate Behavior	22
Enrollment/ Admission	5	Library	26
Arson	15	Lockers, Locks, and Bags	26
Assault	15	Lunch Procedure	12
Attendance Policy / AMI	7-8	Messages for Students	27
Authorization for Treatment	27	Note to Parents	5
Before School Procedure	11	Out of School Suspension (OSS)	14
Behavior Plan	13	OSS Long Term Suspension	15
Bullying	19-21	Parent Permission	26
Bus Misconduct	15	Possession, Sale, Use, Distribution of Alcoholic Beverages or Controlled Substances	22
Cell Phones / PED Use	16	Possession, Sale, Use, Distribution of Tobacco	22
Cheating / Academic Dishonesty	17	Possession, Sale, Use, Distribution of Unauthorized Substances	22
Class Schedule	9	Prior Suspension / Expulsion	6
Classroom Disruption	17	Promotion/Retention	11
Closed Campus	9	Property Damage/ Vandalism	19
Computer Misuse/ Violation	17-18	Public Display of Affection	23
Computer Use	27	Request for Records	6
Corporal Punishment	14	Restriction for Admission	6
Counseling	25	Search and Seizure	23
Defiance / Disrespect	18	Sexual Harassment	21
Detention	14	Skateboards & Bicycles	23
Dress Code	18-19	Student Discipline	13
Extortion/ Theft	19	Student Due Process	23
Extra-Curricular Eligibility	25	Student Organizations	31
False Alarm	20	Tardy	23
Federal Notifications	33	Telephone Use	31
Field Trip Eligibility	26	Threats of Violence	23
Fighting / Inciting	20	Truancy/Out of Assigned Area	24
Fireworks	24	Verbal Abuse / Assault of School Employee	24
Food & Drink	20	Violence / Threat	24
Free & Reduced Lunch	26	Virtual Instruction	9
Grading System	10	Weapons	24-25
Harassment / Hazing	20-21	Withdrawal from School	37
Health Services	27		
Homeless Children	7		
In School Suspension (ISS)	14		

# 2024-2025 District Calendar

July 2024						
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 2024						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
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					

October 2024						
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		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	29	30	31		

November 2024						
S	M	T	W	T	F	S
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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 2024						
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

<b>New Teacher Orientation</b>	August 8, 9 & 12
<b>Back-to-School Workshops</b>	August 13-15 & 19
<b>First Day of School</b>	August 20
<b>Labor Day</b>	September 2
<b>September Break</b>	September 30
<b>Professional Learning Big 8 @ Monett</b>	October 14
<b>Fall Break</b>	October 25
<b>Parent/Teacher Conference Day</b>	October 28
<b>Thanksgiving Break</b>	November 25-29
<b>Christmas Break</b>	December 20-31
<b>New Year's Break</b>	January 1-3
<b>Teacher Workday</b>	January 6
<b>School Resumes</b>	January 7
<b>Martin Luther King Day</b>	January 20
<b>February Break</b>	February 14
<b>Professional Learning</b>	February 17
<b>Parent/Teacher Conference Day</b>	March 17
<b>Spring Break</b>	March 24-28
<b>Easter Break</b>	April 18 & 21
<b>Graduation (2:00 PM)</b>	May 4
<b>End of School--Early Release 12:00</b>	May 22
(Pending Snow Days)	

164 Days @ 6.6833 hours (1093.38 Total hours)	
Semester 1--78 days	Semester 2--86 days
PR/IN--8:00 am - 3:05 pm	
MS--8:05 am - 3:10 pm	
HS--8:10 am - 3:15 pm	

January 2025						
S	M	T	W	T	F	S
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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 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
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 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
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 11	
End of 2nd Quarter--December 19	
End of 3rd Quarter--March 14	
End of 4th Quarter--May 22(TBD)	

Weather Days	
* Any unused inclement weather days may be adjusted at the end of the calendar	

Parent-Teacher Conferences	
October 14-31 Parent/Teacher Conferences	
March 17-31 Parent/Teacher Conferences	

**The Cassville R-IV Board of Education may amend the calendar as the need arises.**  
 Board Approved: February 20, 2024

## **NOTE TO PARENTS**

No matter how hard parents, students, 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 (417)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 the student, which is appropriate to academic, social, and emotional needs. Students who apply for admission to the district from other public schools shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors, 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 programs are not guaranteed comparable placement in the public schools. Students will be assigned to classes or grades based upon the following factors: previous educational records, the student's chronological age, current psychological and achievement tests, 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 in 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. ([Board Policy JEC-1: School Admissions](#); [Board Policy JECA-1 Eligibility to Enroll](#))

### **HOMELESS CHILDREN AND YOUTH DEFINITIONS**

For purposes of this subtitle: (1) The terms '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**

Students who have good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after leaving school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instruction and cannot be entirely regained, even by extra instruction. For the purpose of this section "unverified" means there is no



documentation regarding the absence (call from parent, doctor note, etc.) “verified” means we have received a call or documentation.

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

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

- Death in immediate family
  - Surgeries
  - Court appearance
2. **Any student that has missed over 15 days a semester will be referred to the juvenile office.**
  3. Parents/guardians are responsible for notifying the principal’s office when their son/daughter is to be absent from school. This notification can be in the form of a phone call to the Middle School office or through a signed note.
  4. On the day the student returns to school he/she should make arrangements with their teachers for make-up work. Students must make up work in a timely manner. Work not made up will become a zero (0).

Students having unverified absences will not be allowed to make up work missed during their absence **until the absence is verified.**

Celebrations, recognition and incentives will be given for students who have 90% or above on quarterly attendance. In addition, perfect attendance awards are provided to students at the end of each semester.

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. ([Board Policy JEA: Compulsory and Part-Time Attendance](#); [Board Policy JED: Student Absences and Excuses](#), [Board Policy JEDA: Truancy](#))

### **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**

For information on virtual instruction options visit the school website for information- <https://www.cassville.k12.mo.us/> click on the MOCAP tab. ([Board Policy IGCD: Virtual Courses](#))

### **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-Early Room	7:00-7:40 in Primary/ MS Cafeteria
Early Room/ Breakfast	7:40-8:00 Breakfast in Cafeteria, 6th/ 8th Grade MS Gym, 7th Grade FEMA
1st Hour	8:05-8:54
2nd Hour	8:58-9:47
3rd Hour	9:51-10:40
4th Hour	10:44-11:33
Lunch	11:33-11:57
5th Hour	12:01-12:50
6th Hour	12:54-1:43
7th Hour	147-2:36
Homeroom	2:40-3:10
Dismissal	3:10

*All CMS Staff are on campus from 7:40 a.m.-3:30 p.m. daily for student supervision. A small number of staff is on campus to supervise the Early-Early Room from 7:00 a.m. - 7:40 a.m. The district is not responsible for supervising students outside of these times. Parents should not drop off or leave students outside of these times.*

## **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 include- Assessments; Projects; Essays
- Formative Grades include-Quizzes, Daily Work; Homework; Bellringers; Exit Tickets; Labs; etc.
- 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.

## **REASSESSMENT**

- A student may request to retake an assessment if they wish, 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
- A teacher may also request that the student retake an assessment.
  - 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
- **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)**

## **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” which allows parents to view grades, attendance, view/pay lunch balances, etc. electronically. See office personnel to sign up for this program.

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.

### **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 6<sup>th</sup> 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:

1. Student performance on daily work, tests, and the effort shown.
2. Students must pass at least 3 of the core subjects (math, science, social studies, and language) for the year.
3. Performance levels of the student on learning objectives, and the scores on reading and standardized tests.
4. Eighth grade students are not eligible for promotional ceremonies unless they meet the criteria listed in II.
5. The final decision on the promotion or the retention of the student rests with the principal.
6. Student attendance.

[\(Board Policy JECC-1: Assignment of Student to Grade Levels/ Classes, Board Policy IKE: Promotion, Acceleration and Retention of Students\)](#)

### **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 (Primary/ MS Cafeteria).**

- B. All students wishing to eat breakfast should go directly to the cafeteria immediately upon arriving at school.
- C. 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.
- D. *Sixth grade* students will go to the Middle School Gym upon arrival or after completion of breakfast.
- E. *Seventh grade* students will go directly to the FEMA Event Center upon arrival or completion of breakfast.
- F. *Eighth grade* students will go directly to the Middle School Gym upon arrival or completion of breakfast.
- G. Band students may drop off their instruments in the band room on their way to the early room.  
**Students may not stop at lockers prior to 8:00.**
- H. All students having business at the office should report to the office prior to going to the gym.
- I. 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. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast. All middle school students will eat breakfast in the Primary/ MS Cafeteria.



### **LUNCH PERIOD PROCEDURES**

Cassville Middle School has a closed-campus lunchtime. This means that all students remain on campus during the lunch period. In addition, we do not accept food deliveries from services such as DoorDash etc.

- 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. 7<sup>th</sup> and 8<sup>th</sup> grade students may not travel through the 6<sup>th</sup> 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. ([Board Policy EF-AP1: Meal Charges](#), [Board Policy ADF-AP1: District Wellness Program](#))

**WILDCAT PRIDE BEHAVIOR PLAN**

The goal of the Wildcat Pride 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 expectations are the same for all students following them from Intermediate School. At CMS we expect all our students to follow the School-Wide Behavior Expectations by being responsible, respectful, and safe. We utilize the following behavior matrix to identify, reinforce, and teach behavior expectations:

		<h2 style="text-align: center;">Cassville Middle School</h2> <h3 style="text-align: center;">School-Wide Behavior Expectations</h3>								
		<b>CMS Learners will be...</b>	<b>All Settings</b>	<b>Classrooms</b>	<b>Hallways</b>	<b>Cafeteria &amp; Courtyard</b>	<b>Bathrooms</b>	<b>Digital Citizenship</b>		
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be appropriate</li> <li>Follow directions the 1st time given</li> <li>Keep track of belongings</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Bring all required materials to class</li> <li>Pay attention</li> <li>Follow directions</li> <li>Participate and be productive</li> <li>Ask for help/ offer help</li> </ul>	<ul style="list-style-type: none"> <li>Head up and pay attention</li> <li>Manage time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Clean up any messes you make</li> <li>Use the restroom before/ after lunch</li> <li>Own your actions</li> </ul>	<ul style="list-style-type: none"> <li>Act in an appropriate manner</li> <li>Clean up any messes you make</li> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use chromebook at approved times</li> <li>Charge chromebook nightly</li> <li>Bring your chromebook to school everyday</li> <li>Report damage immediately</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus expectations</li> <li>Be a role model for good behavior</li> <li>Watch for your stop</li> <li>Take all of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Monitor your own behavior</li> <li>Sit in a designated area</li> </ul>		
	<b>Respectful</b>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Be inclusive</li> <li>Show empathy and compassion for others</li> <li>Respond in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>Listen politely when others are speaking</li> <li>Use indoor voices</li> <li>Follow directions</li> <li>Raise hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>Use kind language</li> <li>Help others</li> <li>Be courteous</li> <li>Keep traffic flowing</li> </ul>	<ul style="list-style-type: none"> <li>Use an indoor voice</li> <li>Be aware of people and surroundings</li> <li>Be kind and courteous</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Keep walls and stalls clean</li> </ul>	<ul style="list-style-type: none"> <li>Treat your chromebook with care.</li> <li>Carry chromebook with two hands and lid closed</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Use appropriate language</li> <li>Be polite</li> <li>Do what the driver requests</li> </ul>	<ul style="list-style-type: none"> <li>Participate</li> <li>Listen</li> <li>Be attentive</li> <li>Use appropriate responses/ applause</li> <li>Voices off when someone is speaking</li> </ul>	
		<b>Safe</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Be where you belong</li> <li>Pay attention</li> <li>Report any issues to an adult</li> <li>Be an upstander-speak up</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Use materials as intended</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Be violence-free</li> <li>Manage your space</li> </ul>	<ul style="list-style-type: none"> <li>Eat only your own food</li> <li>Keep food on your tray</li> <li>Remain in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Be sanitary</li> <li>Use the facility in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>Only view school appropriate images and videos</li> <li>Think before you post</li> <li>Report issues to a trusted adult</li> <li>Keep passwords and account information private</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat</li> <li>Report any issues to an adult</li> <li>Use indoor voices</li> <li>Wait for the bus to come to a complete stop before standing</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Walk with your teacher/ class</li> </ul>

CMS Students who meet expectations for behavior each quarter will earn participation in Wildcat Pride Reward activities and/or trips. Students who do not meet the expectations will be placed in a Wildcat Study Room and be expected to read or catch up on missing/incomplete work. Expectations are as follows:

- No D/ F Grades
- No assigned ISS/OSS during the quarter
- 5 or fewer days of Detention assigned during the quarter
- Attendance at or above 80% for the quarter regardless of reason

**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. ([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](#))

## **DETENTION**

Detention is a time period which is used for punitive consequences to students for minor violations in an effort to hold the students accountable for their actions. Lunch detention is most commonly used and will run during lunch time on the schedule. Detention may also be assigned for certain class periods of the day when appropriate. While serving detention students will have the following expectation:

- 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.

## **CORPORAL PUNISHMENT**

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

*\* On offense list identifies Corporal Punishment Option - If "Opt-In" Form is signed by parent*

## **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 upon 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.

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

**1<sup>st</sup> Offense:** May result in disciplinary action of OSS or expulsion, notification to law enforcement officials, and documentation in the 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.

**1<sup>ST</sup> 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.)

**\*\*Note:** Extreme/dangerous student behaviors or physical violence toward staff or other students will result in administrative intervention. Depending on the severity, this intervention may result in an alternative placement outside of the school setting or expulsion.

**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.

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:

**1<sup>st</sup> Offense:** Principal/Student/Parent conference

**2<sup>nd</sup> Offense:** 2 days Detention

**\*3<sup>rd</sup> Offense:** 4 days Detention and Transportation Suspension

**\*4<sup>th</sup> 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 4th steps could be bypassed.

[\(Board Policy JFCC: Student Conduct on School Transportation, Board Policy JFCC-API: Student Conduct on School Transportation\)](#)

**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. Any personal electronic device that provides the same functionality as a cell phone will fall under this policy.

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 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, buses, 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**

**1<sup>st</sup> Offense:** Conference + confiscate device + will be locked in the office. Cell phone will be picked up by the student at end of day.

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

**3<sup>rd</sup> 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.**

**1<sup>st</sup> 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**

**1<sup>st</sup> Offense:** Students will be required to complete alternate assessment to determine mastery of the content and notification of parents and 3 - 5 days detention.

**\*2<sup>nd</sup> Offense:** "0" on assignment + 3 days ISS

#### **CLASSROOM DISRUPTION**

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

**\*2<sup>nd</sup> Offense:** 1 – 3 days ISS

**\*3<sup>rd</sup> Offense:** 3 – 5 days ISS

**Subsequent Offense:** 5 + days ISS or possible OSS

**CHROMEBOOK CARE VIOLATION-** Each student is provided with a chromebook to use for school assignments/ activities. Students are responsible for bringing their devices to each class and using them appropriately. Students are expected to handle their device with care to ensure it is well maintained. Failure to do so may result in the following consequences-

<p><b>Accidental Damage</b></p> <ul style="list-style-type: none"> <li>● 1st Incident- \$0 + warning</li> <li>● 2nd Incident- \$10 + detention</li> <li>● 3rd Incident- \$20 + detention</li> </ul> <p>The student must leave their chromebook in their last hour class and check it out each morning after the 3rd incident.</p> <p>Loss of Charger- \$20</p>	<p><b>Intentional Damage</b></p> <ul style="list-style-type: none"> <li>● 1st Incident- \$50 up to Full Replacement + 3 days Detention</li> <li>● 2nd Incident- Full Replacement + 1-3 days ISS*</li> <li>● 3rd Incident- Full Replacement + Restricted Use + 1-3 days ISS*</li> </ul> <p>The student must leave their chromebook in their last hour class and check it out each morning after the 2nd incident.</p>
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**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.

**1<sup>st</sup> Offense:** Loss of computer privileges for 5 days.

**\*2<sup>nd</sup> Offense:** Loss of computer privileges for 10 days + ISS

**\*3<sup>rd</sup> 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.

**1<sup>st</sup> Offense:** Conference with principal/student + detention or possible ISS for the remainder of day up to 3 full days.

**\*2<sup>nd</sup> Offense:** 3 days ISS

**\*3<sup>rd</sup> Offense:** 5 days ISS

**4<sup>th</sup> 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. Attire and accessories worn shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco or drugs. 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.**

Teachers of specific classes where safety or health is a factor may require students to adjust hair, clothing, or accessories during that period.

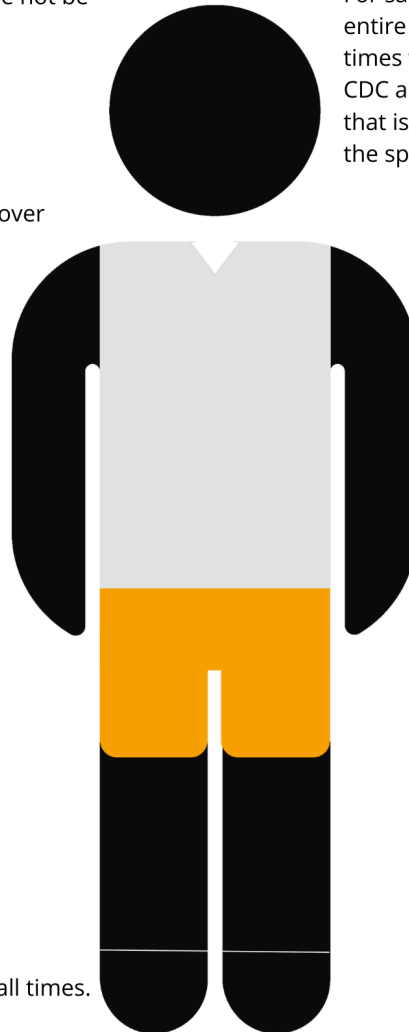
If there is special attire or accessories, including sunglasses or a small backpack, needed due to a medical condition a physician’s statement must be presented to the principal for authorization.

Any aspect of dress not listed here that is distracting to, or the disruption of, the educational process or that may be disruptive to the teaching and learning environment in a classroom may be deemed inappropriate by the administration. Examples would include oddly colored hair dye or paint, writings or stickers placed on faces or skin, costumes, and clothing that is offensive or incompatible for humans. ([Board Policy JFCA: Student Dress Code](#), [Board Policy JFCA-API: Student Dress Code](#))

Do-rags, bandanas, hats, hoods and any item not designed to control/restrain hair are not be worn in the building.

For safety reasons, student's entire face must be visible at all times with the exception of a CDC approved face covering that is being worn to prevent the spread of COVID.

Minimum 2 inch strap over shoulders.



Entire area from armpit to mid-thigh must be covered. No undergarments should be visible.

Shoes must be worn at all times.

**1<sup>st</sup> Offense:** Warning and correct violation

**2<sup>nd</sup> Offense:** 3 day Detention

**3<sup>rd</sup> Offense:** 5 days Detention

**4<sup>th</sup> 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.

**\*1<sup>st</sup> 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.

**2<sup>nd</sup> 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

**1<sup>st</sup> 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.

**1<sup>st</sup> Offense:** 3 - 5 days OSS + 3 – 5 days ISS

**2<sup>nd</sup> Offense:** 5 – 10 days OSS + 5 – 10 days ISS

**3<sup>rd</sup> Offense:** 10 days OSS

**Subsequent Offense:** Recommend expulsion

**FOOD AND DRINK** – Only food that is sealed in an air-tight bag, or container, that is non-perishable may be taken from the cafeteria. For example, a bag of chips or a package of crackers. The policy on food/drinks in the classroom will be at the discretion of the individual classroom teacher. Due to safety, technology, or other issues, it may not be allowable to have food or drink in certain classrooms. If food in lockers or classrooms becomes a disruption or causes issues with bugs or rodents this will be discontinued.

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

**1<sup>st</sup> 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 cyberbullying 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. ([Board Policy JFCF: Bullying](#))

(Hazing and Bullying)

**1<sup>st</sup> 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).

**1<sup>st</sup> 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 the student's discipline record.

**INAPPROPRIATE BEHAVIOR-** Conduct physical, verbal, written, or symbolic language, which is not conducive to an orderly school environment or disrupts classroom work, school activities, or school functions.

**1<sup>st</sup> Offense:** Conference with principal/student + detention or possible ISS for the remainder of day up to 3 full days.

**\*2<sup>nd</sup> Offense:** 3 days ISS

**\*3<sup>rd</sup> Offense:** 5 days ISS

**4<sup>th</sup> Offense:** 3 – 5 days OSS

**Subsequent Offense:** 5 – 180 days OSS

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

**First Offense:** 10-180 days of OSS + Notification will be made to law enforcement officials.

**2<sup>nd</sup> 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:**

**\*1<sup>st</sup> -3<sup>rd</sup> Offense:** Confiscation of product + 3 days ISS + Completion of vape education course + School Referral Form Sent to Juvenile Office

**4<sup>th</sup> Offense:** Confiscation + 3 days ISS + 3 days OSS + *notification will be made to law enforcement officials.*

**Subsequent Offense:** Confiscation + 3 days ISS + 3 days OSS + Saturday School

**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-ALIKE DRUGS):

**Possession/Consumption/Sale/Distribution:**

**1<sup>st</sup> Offense:** 1 - 5 days ISS or OSS

**2<sup>nd</sup> Offense:** 10 - 180 days OSS

**Sale/Distribution:**

**1<sup>st</sup> Offense:** 10 days OSS

**2<sup>nd</sup> 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, arms around other people, and holding hands.

**1<sup>st</sup> Offense:** Principal / Student / Parent conference

**2<sup>nd</sup> Offense:** 3 days Detention

**\*3<sup>rd</sup> Offense:** 5 days Detention

**Subsequent Offense:** 1 – 10 days ISS or possible OSS

**SEARCH AND SEIZURE** – The administration or certified staff shall conduct a search and seizure of students or property owned by students, including the vehicle driven by the student onto school grounds, if there is reasonable suspicion by school administrators that a school rule or policy has been violated. In most cases, searches will only be considered if there is reasonable suspicion of drugs, tobacco, alcohol, weapons or stolen contraband. A general search of student lockers may be made by school administration if there is prior information available justifying the search. At the reasonable discretion of the school administration, the police may be involved when evidence of criminal activity is uncovered or when the student refuses to cooperate with school administrators conducting the search. The student's parents shall be notified, if police involvement is requested. A student refusing to cooperate is subject to immediate suspension. ([Board Policy JFG: Searches of Students](#))

**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 – class will begin. Teachers will verbally inform a student of their tardy and record it in Lumen.



A daily tardy report will be ran by school administration. Students will be allowed 5 tardies per quarter without penalty. Disciplinary action for excessive tardies is assigned as follows:

- 6th Tardy- 1 day detention
- 7th Tardy- 3 days detention
- 8th Tardy- 5 days detention
- 9th Tardy- 1 day ISS\*
- 10th Tardy- 2 days ISS\*

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.

- 1<sup>st</sup> Offense:** Conference with student and ISS remainder of day up to 3 full days
- 2<sup>nd</sup> Offense:** 2 days ISS
- \*3<sup>rd</sup> 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).

- 1<sup>st</sup> Offense:** 3 days ISS
- 2<sup>nd</sup> 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).

Note: Extreme/dangerous student behaviors or physical violence toward staff or other students will result in administrative intervention. Depending on the severity, this intervention may result in an alternative placement outside of the school setting or expulsion.

### **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.

**1<sup>st</sup> 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.

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

**1<sup>st</sup> Offense:** One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in the 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 incomplete (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

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

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

### **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 the 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. ([Board Policy JHC: Student Health Services and Requirements](#), [Board Policy JHCD: Administration of Medication to Students](#), [Board Policy JHCD- AP1: Administration of Medication to Students](#))

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

## **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. ([EHB-API: Technology Usage](#))

**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 an item 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 the 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 website: <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: Mrs. Samantha Cosper: 417-847-3136

### **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 who 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. **This includes damage to the school issued Chromebook device.** 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 ACA: Sexual Harassment Under Title IX](#)

[Board Policy IGBA: Special Education](#)

[Board Policy IGBCA: Homeless](#)

[Board Policy IGBCB: Migratory](#)

[Board Policy IGBH: English Learners](#)

[Board Policy KLA: Concerns & Complaints Regarding Federal Programs](#)

[Board Policy GBL: Personnel Records](#)

[Board Policy IL: Assessment Program](#)

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

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

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

[Board Policy EBAB-AP1: Hazardous Materials](#)

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

[DESE Trauma-Informed Schools Initiative](#)

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

[Board Policy KKB: Audio and Visual Recordings](#)

[Board Policy GBH: Staff/ Student Relations](#)

[Board Policy AD: School District Mission](#)

[Board Policy JEDB: Student Dismissal Precautions](#)

### **INCLEMENT WEATHER**

If it becomes necessary to dismiss school due to inclement weather. 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.

### **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.

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

### **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**

If you are interested in volunteering to help with a middle school classroom or student organization activity or event, please 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 technology, text books and library books must be returned. They must be cleared through the office of all fines and service charges due. Any student not following procedure will not receive their transcript.

# STUDENT EXPECTATION FORM

(To be signed by student and parent and returned to Home Room teacher prior. 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 2024-2025 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.**



# CORPORAL PUNISHMENT

I have read the information on the use of corporal punishment in the Cassville R-IV School District, and I give my informed consent and permission for the District to administer corporal punishment to my child(ren) in accordance with district policy JGA and Missouri Revised Statute 160.261. I also understand that Parent(s)/Guardian(s) and Building Principal must feel it is in line with district discipline procedures and is appropriate for the situation.

I hereby **authorize** the use of corporal punishment under the conditions outlined in policy JGA for the following children:

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Student Name

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Student Name

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Student Name

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Student Name

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Student Name

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Student Name

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Signature of Parent/Guardian

---

Date

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Daytime Phone