

**Central Middle School
Student Handbook
2004-2005**

Dear Students:

On behalf of the entire staff at Central Middle School, I want to welcome you to a new school year. Your middle school years are critically significant in shaping your future. As you navigate through the school year this handbook will be your road map.

It is your responsibility to become familiar with the contents of this handbook. It provides information about the rules, policies, academic requirements and student privileges that relate to you as a member of the student body. The staff at Central Middle School is dedicated to providing opportunities for you. Please use this information to make appropriate decisions.

I hope this school year will be both fun and educational for you. Please stop by my office if I can help you in any way. Welcome to Central Middle School!

Have a great year,

**Mr. Mike Harlow
Principal**

Central R-III School District Mission Statement

The Central R-III School District strives to involve students, parents, staff and the community as partners in the educational process to develop life-long learners and responsible citizens in an ever-changing society. The district will provide varied opportunities to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully:

1. Attend an academic college or university
 2. Further education through a trade or technical school
 3. And/or seek and maintain employment.
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Bell Schedule 2003-2004

7:55	Warning Bell
8:02	Tardy Bell
8:02-8:52	1 st Hour
8:56-9:46	2 nd Hour
9:50-10:40	3 rd Hour
10:44-11:34	4 th Hour
11:38-1:01	5 th Hour
1:05-1:55	6 th Hour
1:59-2:49	7 th Hour
2:50-3:04	Channel 1

Lunch Shifts:

A Shift	11:38-12:01
B Shift	12:12-12:35
C Shift	12:38-1:01

Student Discipline

**File: JG
Critical**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of students. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

Adopted: January 15, 1996

**Cross Refs: JFA, Student Due Process Rights
JGA, Corporal Punishment
JGD, Student Suspension and Expulsion
JGE, Discipline of Disabled Students**

**Legal Refs: 160.216, 167.161, 171, 171.011 RSMo.
Central R-III School District, Park Hills, Missouri**

THREATS OF VIOLENCE

The Central R-III School District has zero tolerance for threats directed at students or staff members. All threats of violence will be taken seriously. It is the responsibility of the building principal to determine, *after giving notice of allegations and basis of the allegations, along with a chance to explain, to the pupil alleged to have made a threat covered by this policy*, when and if a threat of violence has occurred. If the building principal determines that a threat of violence has occurred, the offending student will, for no more than 10 days, be suspended from school or placed immediately in the Central R-III Alternative Education Program for grades 6-12. The suspension or reassignment will be reported immediately to the superintendent. Attempts will be made to contact parents/guardians informing them of district disciplinary action. The suspension or placement will be in effect until a meeting can be arranged with the offending student, the threatened individual, and the building principal.

The principal, at his or her discretion, may choose to invite:

- The guidance counselor
- Director of Special Education
- Juvenile authorities
- The assistant principal
- The superintendent

With written parent/guardian consent, the following may also be invited to attend the meeting:

- A member of the local police force
- Mental health officials
- Any other individual deemed to be able to add to the process

The nature of the threat, along with the student's past behavior, age and maturity level will be discussed at the meeting. The offending student will be given the opportunity to present any relevant information concerning the incident. Any incident where the student committed a violent act or possessed a weapon will be brought to the attention of the group and discussed during the meeting.

Following the meeting, the building principal will assign additional punishment that may include a required apology, additional OSS, placement in the Central R-III Alternative Education Program or ISS. The principal may also elect to refer the incident to the superintendent of schools, who may assign additional punishment up to 180 days of OSS or recommend expulsion to the Board of Education. With any decision to suspend a student for 10 or more days, the student will be given due process appropriate to suspensions in excess of 10 days, as required by law. Any additional OSS assigned will outline the conditions under which the student may return to school.

STUDENT DISCIPLINE

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Teachers will be required to refer students to the office upon the third infraction within their classrooms for behaviors that are considered minor in nature. This includes but is not limited to offenses such as trifling, unprepareds, horseplay, etc.

Forms of Punishment:

1. Verbal Reprimand
2. Morning Detention
3. After School Detention (ASD)
4. Corporal Punishment (Paddling)
5. In School Suspension (ISS)
6. Alternative School
7. Out of School Suspension (OSS)
8. Juvenile Detention Center (JDC)
9. Restitution
10. Bus Suspension
11. Expulsion (Permanent Removal)

1. Arson—

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

First Offense: 11-180 days out of school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

2. Assault— On a Staff member or Student

- a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

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

Subsequent Offense: 11-180 days out of school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

b. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

3. Bus Misconduct—

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. **Note: Students must board and unboard the bus only at their regular stop unless prior permission has been received from the principal or assistant principal. Failure to do so is a violation of bus rules and could result in loss of privileges.**

First Offense: Verbal warning; 3 day bus suspension.

Subsequent Offense: 5-10 day bus suspension; permanent removal from the bus.

4. Cheating—

Cheating in class on a test, on homework or any type of assignment.

First Offense: Principal/student conference, zero (0) grade on work, and/or detention.

Subsequent Offense: Failure (F) for the quarter at the teacher's discretion.

5. Disparaging or Demeaning Language—

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished (See BOE Policy JG-R1).

First Offense: Principal/student conference, after school detention, in school suspension, Or 1-10 days out of school suspension.

Subsequent Offense: Corporal punishment, in school suspension, 1-180 days out of school suspension or expulsion, and documentation in student's discipline record.

6. Disrespectful Conduct or Speech—

Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings directed at a staff member.

First Offense: Principal/student conference, corporal punishment, morning detention, after school detention, in school suspension or 1-10 days out of school suspension.

Subsequent Offense: After school detention, In school suspension, 1-180 days out of school suspension, or expulsion, and documentation in student's discipline record.

7. Dress Code—

Students are prohibited from dressing in a manner deemed to be inappropriate for the school setting and, thereby, disruptive to the learning environment. **Bare midriffs, bare backs, bare shoulders, low necklines, short shorts, short skirts, pajamas/sleepwear and clothing that exposes undergarments (for example/including: sagging shorts or pants) are prohibited.** Clothing or accessory items which may disrupt the educational environment; i.e., items which depict gang affiliation or promote alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words. Chains over six inches in length and/or ¼ inch in diameter are not permitted and will be confiscated. Face painting or unnatural hair color is not permitted.

First Offense: Principal/student conference, confiscation, changes of clothing, detention, in school suspension, 1-10 days out of school suspension.

Subsequent Offense: **Detention**, in school suspension, 1-180 days out of school suspension.

8. Drugs/Alcohol (see Board policies JFCH and JHCD)—

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.

First Offense: 11-180 days out of school suspension, notification to law enforcement officials, and documentation in student's discipline record.

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

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V of section 202 of the Controlled Substance Act.

First Offense: 1-180 days out of school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

- c. Violation of Board Policy JHCD "Administering Medicines to Students." Students may not possess or self-administer prescription or non-prescription medicines at school. When medicine is to be administered at school it must be done by the school nurse or other authorized school employee and only with a doctor's written permission. Students must bring all medicines to the nurse's office and may not keep them in their possession while at school. In addition, students may not distribute prescription or non-prescription medicines to others (See "b" above for consequences related to distribution of prescription drugs).

First Offense: In school suspension, out of school suspension

Subsequent Offense: 1-180 days out of school suspension

9. Extortion—

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

First Offense: Principal/student conference, corporal punishment, in school suspension, or 1-10 days out of school suspension.

Subsequent Offense: In school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

10. False Alarms--

Tampering with emergency equipment, setting off false alarms, making false reports.

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

Subsequent Offense: In school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

11. Fighting—

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

First Offense: Principal/student conference, in school suspension, out of school suspension, and possible documentation in student's discipline record.

Subsequent Offense: In school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

12. Forgery—

Falsifying, altering or illegally possessing school forms, or using forged notes or excuses.

First Offense: In school suspension.

Subsequent Offense: In school suspension or out of school suspension.

13. Gangs—

Gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment.

First Offense: Principal/student conference, in school suspension, 1-180 days out of school suspension, notification to law enforcement officials, and documentation in student's discipline record.

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

14. Horseplay—

Inappropriate rough or dangerous acts which disrupts the educational process and/or places students in danger and/or defaces or damages personal or school property.

First Offense: Principal/student conference, corporal punishment, morning/after school detention, or in school suspension.

Subsequent Offense: Corporal punishment, after school detention, in school suspension or out of school suspension.

15. Profanity/Obscene Language or Gesture—

Conduct or speech, verbal, written or symbolic, describing sexual conduct is offensive or obscene.

First Offense: Principal/student conference, corporal punishment, after school detention, In school suspension.

Subsequent Offense: In school suspension, out of school suspension, alternative school.

16. Public Display of Affection—

Physical contact, which is inappropriate for the school setting.

First Offense: Principal/student conference, corporal punishment, after school detention, in school suspension, 1-180 days out of school suspension, and possible documentation in student's discipline record.

Subsequent Offense: After school detention, In school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

17. Sexual Harassment (see Board policy JBA)—

a. Use of verbal, written or symbolic language that is sexually harassing.

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

Subsequent Offense: In school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

b. Physical contact that is sexually harassing.

First Offense: In school suspension, 1-180 days out of school suspension, or expulsion and possible documentation in student's discipline record.

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

18. Theft—

Theft, attempted theft or willful possession of stolen property.

First Offense: Reimbursement, in school suspension, 1-180 days out of school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: Reimbursement, 1-180 days out of school suspension or expulsion, Notification to law enforcement officials, and documentation in student's discipline record.

19. Tobacco—

a. Possession of any tobacco products on school grounds, bus or at any school activity.

First Offense: Principal/student conference, confiscation, after school detention or in school suspension.

Subsequent Offense: Confiscation, corporal punishment, in school suspension or 1-10 days out of school suspension.

b. Use of any tobacco products on school ground, bus or at any school activity.

First Offense: In school suspension or 1-3 days out of school suspension.

Subsequent Offense: In school suspension or 1-10 days out of school suspension.

20. Trifling—

Refusing to participate in classroom activities such as: refusing to listen, take notes, read or do assigned in-class written work.

First Offense: Principal/student conference, corporal punishment, or detention.

Subsequent Offense: Corporal punishment, after school detention or in school suspension.

21. Truancy—

Absence from school or the classroom without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/student conference, after school detention, in school suspension.

Subsequent Offense: In school suspension, and possible referral to juvenile authorities.

22. Unprepared for class—

Arriving to class without assignment, paper, pencil, book, etc.

First Offense: Student will be sent to their locker to retrieve items and receive a tardy. If the student does not have the items, he/she will receive an “unprepared”.

Subsequent Offense: Upon receiving a third “unprepared” in a quarter, the student will be referred to the office. Any subsequent referrals will result in assignment to detention or in school suspension.

23. Vandalism—

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

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

Subsequent Offense: 11-180 days out of school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

24. Water Guns/Balloons/Fireworks—

Unacceptable conduct that is dangerous and/or disruptive to the educational process.

First Offense: Principal/student conference, corporal punishment, in school suspension, 1-10 days out of school suspension.

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

25. Weapons (see Board policy JFCJ)—

- a. 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; any instrument or device used to inflict physical injury to another person.

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

Subsequent Offense: 11-180 days out of school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

- b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any device defined as a dangerous weapon in 18 U.S.C. 930.

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

Note: Missouri Law (Safe Schools Act) requires that school officials and authorities share information regarding felonious acts committed by students at or away from school. Students may be refused enrollment or may be expelled from school if they have committed a felony. Examples are felonious assault (physical or verbal), use or possession of weapons, rape, murder, theft and other crimes.

Note: Saturday Detention may be substituted for in school suspension in some instances at the principal's discretion.

Note: Alternative School may be substituted for out of school suspension in some instances at the principal's discretion.

Limit on discipline referrals:

After three (3) suspensions in one (1) semester (ISS or OSS) or four (4) for the year should a student's behavior warrant an additional suspension the student will be suspended for a minimum of ten days and may be recommended for suspension for the remainder of the semester.

Saturday Detention:

A Saturday job is not justifiable excuse to miss Saturday Detention. Students in this situation should think before acting in order to avoid a conflict. In cases where students have committed an offense normally punishable by assignment to Saturday Detention but there are no more Saturday Detention's available; the student will be assigned to a maximum of three days ISS in lieu of the detention.

Failure to Complete an Assigned Saturday Detention:

Students who fail to attend Saturday Detention or fail to satisfactorily complete the assignment will be assigned to three days ISS and an additional Saturday Detention. Students may be excused from Saturday Detention and arrange to have the detention rescheduled only in the case of a verifiable emergency.

Assignment to ISS:

Students assigned to ISS will not have the option of substituting OSS for ISS. Students will not be permitted to return to regular classes until they satisfactorily complete the ISS assignment.

Assignment to OSS:

Students assigned to OSS may not be permitted to make-up work missed as a result of the suspension. Also, any days missed, as a result of OSS will count toward the eight-day limit on absences per semester as per the attendance policy.

After-School Detention:

After-school detention may be assigned to students who fail to come to class prepared without proper materials to work with, fail to do assigned homework or assigned classwork, or fail to participate in class. Written notification will be given to the student. ASD may be rescheduled in case of emergency situation if the parent contacts an administrator in *advance*. Participation in extra-curricular activities is not a justifiable excuse for failure to attend ASD. Students may serve the ASD in advance of the assigned date with permission from an administrator.

Morning Detention:

Morning detention may be assigned to students who fail to come to class prepared without proper materials to work with, fail to do assigned homework or assigned classwork, or fail to participate in class. Written notification will be given to the student. Morning detention may be rescheduled in case of emergency situation if the parent contacts an administrator in *advance*. Participation in extra-curricular activities is not a justifiable excuse for failure to attend morning detention.

Failure to Satisfactorily Complete After School Detention or Morning Detention:

Failure to attend detention or failure to satisfactorily complete the assignment will result in Saturday Detention or ISS. The detention may be rescheduled in case of emergency situation if the parent contacts an administrator in *advance*.

Every Assignment Counts:

In an attempt to provide students the best education possible, CMS will be stressing the importance of the completion of all classroom assignments/homework. Homework is a tool to assist students in retaining information learned at school, as well as a method for teachers to determine students' strengths and weaknesses. Students who do not complete assignments or make up work from absences may be assigned to after school detention, morning detention or Saturday detention until the assignment is completed.

Lack of transportation is not a justifiable excuse for failure to attend detention.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty.

Miscellaneous Information:

- **Visitors:** Students are not permitted to bring visitors to school. Visitors work a hardship on both teachers and pupils.
- **Trespassing:** All visitors must report to the office and identify themselves. Persons who fail to do so will be prosecuted for trespassing.
- **Telephone:** Students should not use office phones except in case of emergency.
- **School Insurance:** Central Middle School does not carry accident insurance on students. It is the parents/guardian's responsibility to assume costs for injuries sustained by students while attending and/or participating in school activities. Insurance forms are provided to all students on the first day of school.
- **Immunization:** In accordance with Missouri law, students must receive immunization for Diphtheria, Pertussis, Tetanus, Oral Polio, Measles, Rubella, and Mumps.
- **Medication:** No medication will be given at school without a doctor's permit. The nurse cannot administer Tylenol, aspirin, cough syrups, sinus medicines, etc. Students who distribute medications such as aspirin or Tylenol to other students are in violation of the school rules related to distribution of drugs and will be punished in accordance with that policy. See discipline code regarding "Drugs/Alcohol".

- **Lockers:** All students are issued a locker at the beginning of school. Students are to use only the locker assigned to them and may not change lockers without administrative permission. It is each student's responsibility to keep the locker orderly and clean. **Students are encouraged to buy a lock.** It will be the student's responsibility to secure all valuables, including books. The school will not be responsible for lost or stolen property or valuables. Lockers are the property of the school and may be searched by the administration at any time.
- **Radios/Walkman/C.D. Players:** These items are not permitted on school property during the regular school day. These items will be confiscated.
- **Pagers/Cell Phones:** These items are not permitted on school property during the regular school day, or within the locker rooms and/or restrooms at any time. These items will be confiscated.
- **Playing Cards/Electronic Games:** No playing cards of any kind or electronic games are permitted at school. These items will be confiscated.
- **Food and Drink:** There shall be no food or drink permitted in any building other than the cafeteria. Soda may be purchased at lunch but must be taken to the cafeteria. If soda cans are not properly disposed of, or if students take soda outside the cafeteria, this privilege will be removed.
- **Lost & Found:** Lost & found articles should be turned in to the principal's office. Students may check on lost items before school, at lunch, or after school.
- **Book Bags/Gym Bags:** Students may bring bags to school but must leave them in their lockers during the day. Gym bags may be used to carry gym clothes to and from physical education classes only.
- **Homework:** Parents may call the office (431-4295) to request homework for students who are absent for two or more days. Students absent for only one day will receive the homework assignments upon their return to school. Students are encouraged to check the middle school web page for assignments (www.central-ph.k12.mo.us).
- **Make-up Work:** Students absent from school are given the same number of days to make up the work missed as the number of days absent. Exceptions: Students with unexcused absences or suspended out of school are not permitted to make up work. Also, students will not be able to make up "pop" tests worth 15 points or less. When possible, students should ask for assignments in advance if they know that they are going to be absent for more than one or two days.
Note: Long-term assignments will be due on the designated due date.
- **Between Classes:** Students should not be in the hall during class time unless excused by a teacher. When moving from class to class students should walk along the **right** side of the hallway. No loud or unruly behavior will be tolerated in the hallway between classes. There will be no running in the hall.
- **Cafeteria:** Students are encouraged to eat in the lunchroom. Students may bring a lunch from home, but all students who eat lunch are to do so inside the cafeteria. Students are to behave in an orderly manner both inside the cafeteria and while standing in the lunch line.
- **Before School:** Upon arrival to school in the morning all students are to report to the gym or to the cafeteria for breakfast. Students should sit in an orderly manner. After leaving the cafeteria, students should report directly to the gym. Students may not go to their locker before school unless so directed by a teacher.
- **After School:** Students who ride a bus should wait in the cafeteria in an orderly manner until the bus arrives. The duty teacher will inform students where to sit and when

busses arrive. **Failure to comply with instructions while awaiting the arrival of the P.M. bus could result in a bus suspension. Any violation of rules in the cafeteria after school will be viewed as a bus violation.**

- **Leaving School:** No student may leave campus after arriving at school without first checking out through the main office. (Students who ride a bus are considered to be on school property upon boarding the bus.) Students who must leave during school hours are required to give the principal's secretary a written note signed by the parent/guardian, giving the reason and the time to be excused prior to leaving the campus. **Never leave school without approval from the office.** If you return to school on the same day, report to the office. **Please sign the "check-in & out" sheet in the office when arriving late or leaving early.**
- **Behavior at Extra-Curricular Activities & Athletic Events:** Students are expected to abide by all school policies and regulations while attending all school activities and functions. Failure to do so will result in disciplinary action and possible suspension from all extra-curricular/athletic activities.

Rules Governing Night Activities:

At performing functions such as vocal music and band concerts, plays and other similar events, classroom behavior will be expected. In addition to a quiet, attentive attitude, students are expected to remain seated until the conclusion of the performance.

At athletic contests, dances and other similar events the school discipline policy shall be followed. Students who leave an event may not return unless they pay. Students who are absent from school during the day of a night event must obtain permission from the principal to attend. Students should behave in an orderly manner at all activities. Students removed from extra-curricular activities for disciplinary reasons may lose the privilege of attending future activities.

Students who are serving in school suspension (Tier I) or out of school suspension may not attend any activity such as athletic contests, dances, etc. during the time of the suspension. Students who are chronically referred to the office for behavior issues may be banned from such activities as part of the disciplinary action taken.

Rules Governing Dances:

Participation in school dances is a privilege, not a right. Students may be denied the ability to attend at the discretion of the principal. Students who are removed from a dance for disciplinary reasons will be banned from **all** future dances. Students who are absent from school during the day of a night event must obtain permission from the principal to attend. Students who have been chronic disciplinary problems may be banned from activities.

Retention Policy:

The Central R-III School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment. Students who acquire three concerns based on the following criteria will be considered for retention and/or academic probation.

- Mastery of 80% of the reading, communication arts and math objectives as determined by the student's performance based on teacher assessment. Student's failure to master the expected level indicates a concern.
- Report card grades. Three semester "Fs" indicates a concern.
- Attendance. An accumulation of 16 days of absences or 96 hours of tardiness and/or absences per school year indicates a concern.
- Teacher judgment. Teachers will use professional judgment to determine the student's attempt to master academics. Student's failure to meet the expected performance levels indicates a concern.
- Assessments. Student's performance on achievement tests will be considered, when available. A concern is noted if the student's overall proficiency in one or more subject is:
 - less than a National Percentile Rank of 40, and/or
 - less than 40% on correct responses.

The retention committee will meet during the fourth quarter and inform parents prior to the end of school.

ATTENDANCE POLICY

- I. Students who are absent from school for a period of five (5) days in a **semester** shall receive written notification from the principal following their fifth (5th) day of absence. School officials shall make themselves available for conference with the student's parents.
- II. Following the eighth (8th) absence during a **semester** students and parents will again receive written notification and school officials shall make themselves available for a conference with the student's parents.
- III. Students who are absent for more than eight (8) days may be assigned to two (2) days of ISS for each absence over eight (8).
- IV. Only in the following situations will a student be allowed to continue to attend school beyond the eight (8) days of absence in a semester:
 - a. Serious extended illness
 - b. Under doctor's care
 - c. Funerals
 - d. Pre-planned family vacation (See "Family Vacation" below)
- V. Students who are absent from school for a period of more than eight (8) days per **semester** without sufficient excuse are considered to be in violation of the attendance policy. Violation of the attendance policy may result in assignment to ISS, the Central R-III Alternative School, and/or referral to Juvenile Detention.
- VI. **Truancy** is defined as:
 1. Absence from school without parental permission.
 2. Leaving school without following proper checkout procedures.
 3. Absent from class without permission, but still remaining on campus.
- VII. Students who have doctor's appointments, which cannot be made at a time other than the school day, will be excused for a period of three (3) class hours for local appointments and for the entire day for appointments, which are at a distance that requires travel.
- VIII. It is important that students understand that the eight (8) days of absence are not to be construed as an approved eight (8) days to skip classes, but rather they are to be used only for the following:

- a. Personal illness
- b. Professional appointments that can not be scheduled outside the school day
- c. Other serious personal or family problems.

Each year it is suggested that students are too sick to attend school; yet not sick enough to go to a doctor and students should not be penalized in such cases. The eight (8) days are designed for such situations. Students should not use any of the days unless absolutely necessary. If problems should arise later in the semester, enough days will be saved to cover the situation. In most cases where complaints are received about the unfairness of the policy, the student involved has not made wise use of days early in the semester, missing school for frivolous reasons, when he/she could have attended classes.

IX. Family Vacation:

Family is defined as legal guardian and children or parent(s) and child. No trip with an aunt/uncle, brother/sister, grandparents, etc. will be approved unless it is verified that the person is the individual with whom the student has resided on a permanent basis during the school year. **Vacation** is defined as a family trip for which there is extenuating circumstances necessitating that the trip be taken during school as opposed to during summer vacation. Normally, a family vacation is defined as a trip with the entire family unit to a destination such as Florida, as opposed to a short one, two or three day trip, which is already allowable under the eight (8) day policy.

Points of Clarification—

1. The parent/guardian must request permission in writing at least five (5) days prior to the proposed trip.
2. Prior approval must be granted by the administration.
3. The administration shall consider the following criteria before granting approval: Is it a family trip? Are there extenuating circumstances that necessitate the trip to be taken now as opposed to summer? Is the student in question a good school citizen with no prior record of attendance problems? What is the student's current academic standing?
4. Under no circumstances will the administration approve more than one family vacation during the school year.
5. The administration may approve a maximum of ten (10) school days for any given family vacation.
6. It shall be understood that if the number of days missed for a prior approved family vacation exceeds the days of absence allowed under the attendance policy the student(s) involved will have no allowable excused days to miss once they return.
7. In situations where an appeal for approval is desired, final authority will rest with the superintendent and the Board of Education.
8. The student must check with his/her teacher's three (3) days prior to his/her departure in order to acquire all assignments. All work must be completed within five (5) days following his/her return to school or at the end of a grading period, whichever comes first.

- X. Absence excuses will be accepted either by telephone or in writing from a parent or guardian. Absences, which are excused by a doctor, will not be used in determining the total amount of absences. All doctor excuses must state the date(s) to be excused.

When the student is absent the parent or guardian should call the school. In cases where no

phone is available, the parent or guardian should send a valid note by 8:00am the day following the absence. Students whose parents fail to clear the absence will be considered truant and punished accordingly.

- XI. Students who are absent on the day of an activity shall not be considered eligible to participate on that date without having cleared the absence in advance by the principal. This applies to all activities including athletics, music, school dances, etc. Students missing one-half day (four periods) or less may practice or participate if the absence is verified upon their return to school by a note or phone call from a parent.
- XII. Students who are absent from school on Friday will not be allowed to participate in an extra-curricular activity unless approved by the Administration.

Tardy Policy: Tardies are disruptive to the learning process. Students will be recorded tardy to class if they fail to meet the guidelines established by their individual teachers. Upon receiving a fifth (5th) tardy for the semester, students will receive a warning letter. A sixth (6th) tardy is considered a violation of the tardy policy and will result in an assignment to Saturday Detention. Warning letters will also be issued upon receipt of the eighth (8th) and eleventh (11th) tardies. Students will be assigned to additional Saturday Detention's upon receiving the sixth (6th), ninth (9th), and twelfth (12th) tardy in a semester. Upon receiving the fifteenth (15th) and every third (3rd) subsequent tardy, three (3) days of ISS will be assigned. Warning letters will be sent upon receipt of the fourteenth (14th) and every third (3rd) tardy beyond fourteen (14) until the end of the semester.

Late Enrollment:

A student who enrolls in school after the second week in a semester will be considered on an individual basis when scheduling classes. Also, late enrollees will have their absences evaluated by the Assistant Principal and a determination will be made as to the number of allowable absences remaining for the semester.

Athletics

In order for a student to participate in athletic activities, all regulations and requirements established by the MSHSAA and Central Middle School must be fulfilled. An athlete must be enrolled in courses offering 2.5 units of credit and have earned 2.5 units of credit for the prior semester. **Exception: Entering seventh graders are automatically eligible for the first semester.** All athletes must have a written permit (physical form) from a physician, a parental permission slip and proof of insurance coverage before being permitted to participate. At a minimum, athletes are expected to follow these guidelines for participation:

- Exhibit and maintain good sportsmanship.
- Training rules for all sports must be observed.

- Remember that participation in athletics is a privilege, not a right.

Athletic activities available area:

- Volleyball
- Football
- Wrestling
- Boys' and Girls' Basketball
- Boys' and Girls' Track

Student Council

The Student Council consists of twelve members: a president, vice-president, secretary, treasurer and one representative from each of the eight sections. The Student Council officers may be either 7th or 8th graders. At the beginning of the school year, each class nominates candidates to run for each of these offices. After campaigning is completed, an election will be held. All student body members are allowed to vote. Following the selection of the four officers each section will meet again for the purpose of choosing a representative.

Student Council members must follow the following standards of conduct:

1. Be a good school citizen.
2. Attend school regularly.
3. Possess a pleasant personality and be friendly and helpful to others.
4. Be willing to listen.
5. Be willing to work.
6. Currently possess and maintain a C+ average or above.

Responsibilities of the Student Council President include:

1. Lead the Student Council meetings.
2. Introduce assemblies.
3. Make presentations on behalf of the council.
4. Organize activities.

Responsibilities of the Student Council Vice-President include:

1. Replace the president in all duties if necessary.
2. Assist the president.

Responsibilities of the Secretary:

1. Keep records of activities.

Responsibilities of the Treasurer:

1. Maintain accurate records and be in charge of all student council funds.

All members of the Student Council are expected to be available for meeting.

Student Council members may be removed from the council for failure to follow all guidelines.

Bus Rules

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. It may be necessary or convenient in loading and unloading for the driver to assign pupils to certain seats or areas in which to sit.
2. Pupils should never stand in the roadway while awaiting the arrival of the bus. Do not trespass on private property or create a nuisance at business places.
3. When the bus approaches a loading zone, pupils should remain back three (3) or four (4) feet. Pupils should wait for the bus to stop and the driver to open the door before approaching the bus.
4. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
5. Pupils must not try at any time to extend arms or head out of the bus windows.
6. Keep the aisles clear. If it is necessary for pupils to stand, hold on to the back of a seat frame.
7. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
8. If you have to cross the roadway when leaving the bus, ALWAYS CROSS IN FRONT, ten (10) feet in front of the bus so the driver can see you. Go straight across the roadway.
9. No eating, drinking or smoking is permitted on the bus at any time. Please help keep the bus neat and clean.
10. Failure to obey rules and regulations will result in referral to the office. Serious infractions could result in a pupil's loss of privilege to ride the bus.
11. Students who await the arrival of the afternoon bus in our gym as well as students who transfer busses at West Elementary and are found to be guilty of misconduct will be considered to be in violation of bus rules and punished according to the penalty for bus misconduct.

Guidance and Counseling

Guidance and Counseling in the Central R-III district is an important and integral part of the overall education process. Since students develop emotionally, socially and educationally, the guidance program must address the issue of total growth and development. Growth and learning are developmental; therefore, guidance must be developmental and sequential. The need for guidance begins with pre-school entrance and continues throughout life. At Central Middle School the counseling program is concerned with all students while recognizing individuals have needs, which continue to require special attention. The guidance program is made up of four areas: Guidance Curriculum, Individual Planning, Responsive Services and System Support. The program will be implemented by the use of sequentially organized activities. A certified counselor shall conduct these activities. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational

development.

Sexual Harassment Board Policy—File GBAA; Critical

Sexual harassment is strictly prohibited in the Central R-III School District. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Whether an employee voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances.

The supervisor or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full written report to the superintendent as soon as possible. The superintendent shall provide for an investigation of the incident, and shall take disciplinary action where appropriate, in order to ensure that further sexual harassment does not occur. No person who is subject of a complaint shall participate in such an investigation.

Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Adopted: January 15, 1990

Cross Ref: GBA, Equal Opportunity Employment

Legal Refs: Title VII of the Civil Rights Act of 1964,
42 U.S.C. 2000 E-2, 29 C.F.R. 1604.11
Meritor Savings Bank v. Vinson, 160 S. Ct. 2399 (1986)

Central R-III School District, St. Francois County, Missouri

Notice of Compliance

Title IX:

This is to notify the public, employees, and students that the Central R-III school district is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. Central school district does not discriminate on the basis of sex in its educational programs, activities or employment.

Section 504:

In order to fulfill its obligation under Section 504 of the Rehabilitation Act of 1973, the Central School District recognizes its responsibility and will not permit discrimination in policies and practices regarding its personnel and students.

1990 Civil Rights Law: American With Disabilities Act (ADA):

Central School District will provide equal access to its educational facilities and programs for individuals: 1) with records of having physical or mental impairments which substantially limits one or more major life activities; 2) and to individuals who are regarded as having such an impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment to all children with disabilities.

Individuals With Disabilities Education Act (IDEA):

Central school district will implement appropriate procedures that will meet special education compliance requirements for public notification, student identification, placement, and programs in accordance with IDEA. The school will provide a free and appropriate education in the least restrictive environment to all children with disabilities.

Grievance Procedure:

A grievance procedure has been adopted by the Central School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, ADA, or IDEA should file a written complaint with Barb Bouchard, Director of Special Services, 200 High Street, Park Hills, Missouri 63601

The Privacy Act of 1974:

Central R-III has the authority and legal obligation to ensure that school documents appropriately represent the student to whom the document refers. Therefore, Central R-III requests voluntary disclosure of a student's social security number for the identification on school records.

Notification of Rights to Parents/Guardians and Students

Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, 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 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. **Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this 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 prior written consent.