



**CENTRAL  
MIDDLE  
SCHOOL**

**STUDENT HANDBOOK**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**Central Middle School  
Student Handbook  
2008-2009**

**Dear Students:**

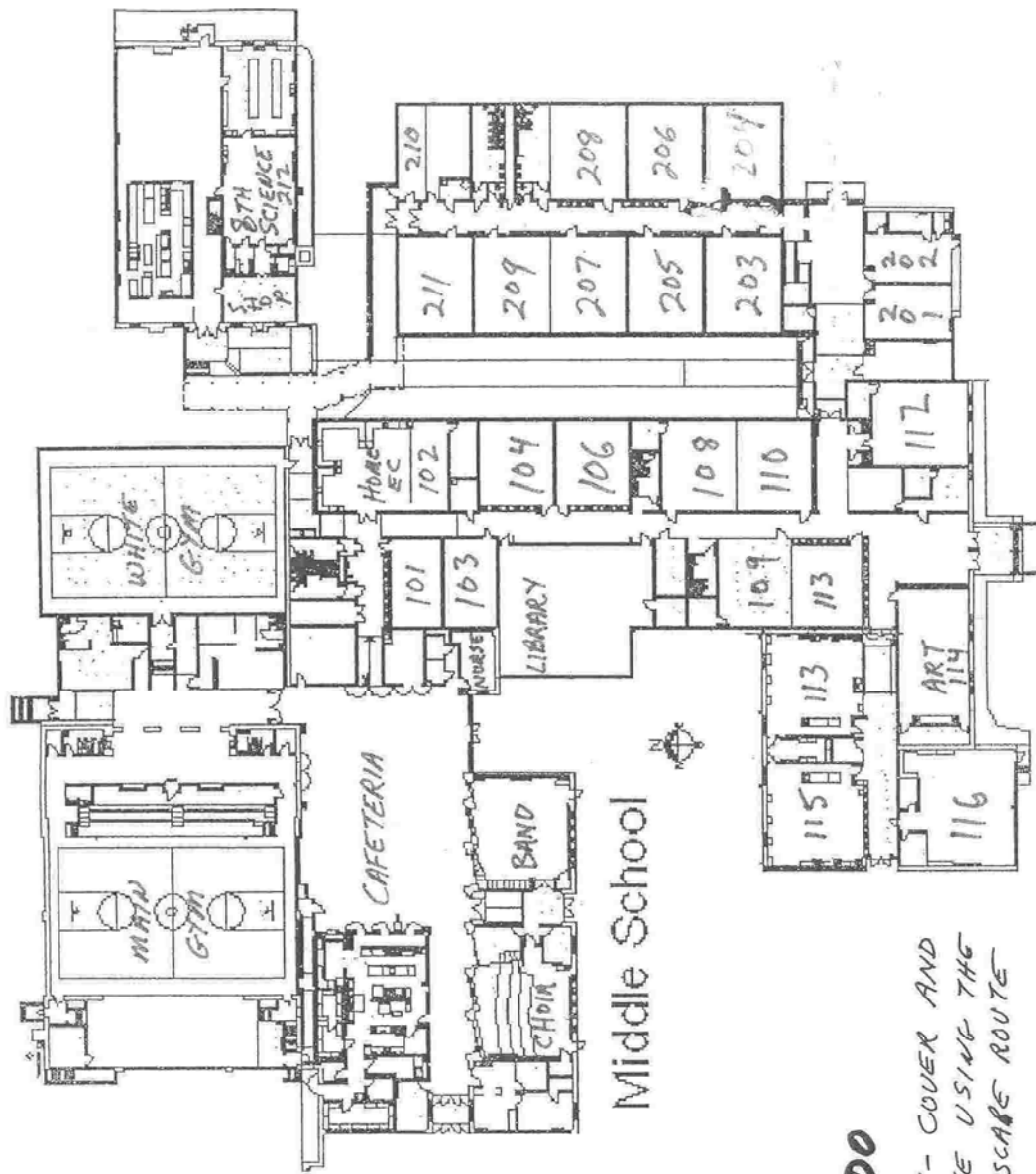
**On behalf of the entire staff at Central Middle School, I want to welcome you to a new school year. Your middle school years are critically significant in shaping your future. As you navigate through the school year this handbook will be your road map.**

**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**

**FOR THE SAFETY OF ALL STUDENTS AND STAFF  
OF CENTRAL MIDDLE SCHOOL, ALL VISITORS  
TO THE BUILDING MUST CHECK IN WITH THE  
FRONT OFFICE UPON ENTERING THE BUILDING.**



Middle School

**FIRE**  
**TORNADO**  
 @ JUMP - COVER AND  
 EVACUATE USING THE  
 FIRE ESCAPE ROUTE

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.

**Bell Schedule**

**Grading Scale**

7:55	Warning Bell	A	95-100
8:00	Tardy Bell	A-	90-94
8:00-8:50	1 <sup>st</sup> Hour	B+	87-89
8:55-9:45	2 <sup>nd</sup> Hour	B	83-86
9:50-10:40	3 <sup>rd</sup> Hour	B-	80-82
10:45-11:35	4 <sup>th</sup> Hour	C+	77-79
11:40-12:55	5 <sup>th</sup> Hour	C	73-76
1:00-1:20	SSR	C-	70-72
1:20-2:10	6 <sup>th</sup> Hour	D+	67-69
2:15-3:05	7 <sup>th</sup> Hour	D	63-66
		D-	60-62
<b>Lunch Shifts:</b>		F	0-59
<b>A Shift</b>	<b>11:40-12:03</b>		
<b>B Shift</b>	<b>12:06-12:29</b>		
<b>C Shift</b>	<b>12:32-12:55</b>		

**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.

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**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.

**File: JG-R1**

#### **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/Noon Detention/After School Detention**
3. **Corporal Punishment (Paddling)**
4. **In School Suspension (ISS)**
5. **Alternative School**
6. **Out of School Suspension (OSS)**
7. **Juvenile Detention Center (JDC)**
8. **Restitution**
9. **Bus Suspension**
10. **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 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 or in the bus room 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 disembark 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. Cell phones---**

Displaying or using a cell phone during school hours. This includes sending or receiving calls, text messages, games, or using camera capabilities, etc. It is a top priority to maintain the integrity of the learning environment. Cell phones may jeopardize this environment. Cell phones are not to be visible during the school day or while on the bus. During this time cell phones must be turned off and shall cause no disruption. The school district will not be responsible for loss, damage, or theft. Should a student use a cell phone, or a cell phone rings discipline action may be taken. The abuse of this policy may result in a loss of the privilege of bringing a cell phone, confiscation, etc.

**First Offense:** The cell phone may be confiscated and picked up at the end of the day and/or principal/student conference, detention, ISS, OSS, etc.

**Subsequent Offense:** The cell phone may be confiscated and be given to parent or guardian and/or principal/parent conference, detention, ISS, OSS, etc.

**5. 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.

**6. 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 a student's discipline record.

**7. Disruptive/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.

**8. 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 and/or skin (for example/including: excessive holes in clothing, 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.

**9. 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:** 10-180 days out of school suspension, notification to law enforcement officials, possible placement at Alternative school, and documentation in student's 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

**10. 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.

**11. 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.

**12. 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.

**13. 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.

**14. 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.

**15. 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, detention, in school suspension or out of school suspension.

**16. Insubordination---**

Failure to comply with instructions by a staff member.

**First Offense:** Principal/student conference, corporal punishment, after-school detention, In-school suspension, 1-180 days out of school suspension, alternative school placement, or expulsion.

**Subsequent Offense:** After school detention, in-school suspension, 1-180 days out of school suspension, Alternative school placement, or expulsion.

**17. 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, detention, In school suspension.

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

**18. 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.

**19. 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 record.

**20. 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 officer and possible documentation in student's 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.

**21. Tobacco—**

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

**First Offense:** Principal/student conference, confiscation, detention or in school suspension, or possibility of being banned from any activities.

**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.

**22. 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.

**23. 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.

**24. Unprepared for class—**

Arriving to class without assignment, paper, pencil, book, planner, 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. This and subsequent referrals will result in assignment to detention or in school suspension.

**25. 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.

**26. 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.

**27. 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/IPods/MP3 Players:**  
These items are not permitted on school property during the regular school day. These items will be confiscated.
- **Pagers/Cell Phones/Camera Phones/Cameras:**  
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/Laser pointers/Skateboards/toys of any kind:**  
No playing cards or toys of any kind or electronic games and/or laser pointers are permitted at school. The items will be confiscated.
- **Food and Drink:** There shall be no food or drink permitted in any building other than the cafeteria. Drinks may be purchased at lunch but must be taken to the cafeteria. If drink containers are not properly disposed of, or if students take drinks 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.centralr3.org](http://www.centralr3.org)).
- **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,

- **Behavior at Extra-Curricular Activities, Athletic Events, & Field Trips:** 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 (5<sup>th</sup>) day of absence.  
School officials shall make themselves available for conference with the student's parents.
- II. Following the eighth (8<sup>th</sup>) 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.
  4. Absent from where the student is supposed to be/designated location.
- 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 8:00 a.m. 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 (5<sup>th</sup>) tardy for the semester, students will receive a warning letter. A sixth (6<sup>th</sup>) tardy is considered a violation of the tardy policy and will result in an assignment to detention. Warning letters will also be issued upon receipt of the eighth (8<sup>th</sup>) and eleventh (11<sup>th</sup>) tardies. Students will be assigned to additional detention upon receiving the sixth (6<sup>th</sup>) tardy. The ninth (9<sup>th</sup>) tardy will result in two days of detention and the twelfth (12<sup>th</sup>) tardy will result in two days of ISS. Upon receiving the fifteenth (15<sup>th</sup>) and every third (3<sup>rd</sup>) subsequent tardy, three (3) days of ISS will be assigned. Warning letters will be sent upon receipt of the fourteenth (14<sup>th</sup>) and every third (3<sup>rd</sup>) tardy beyond fourteen (14) until the end of the semester. Multiple tardies within a day could lead to additional discipline.

#### **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.

#### **ACES Program:**

Any student who falls below 85% attendance may be placed in the ACES program. This program is designed to encourage good school attendance and wise choices with regard to behavior in school and in the community. The program promotes the realization that habits established early in life lead to success later in life. Participants in this program are: students, the school-based social worker, an administrative representative, a representative from the juvenile office, a juvenile judge and the school resource officer.

#### **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. 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
- Cheerleading

### **ACADEMIC ELIGIBILITY POLICY:**

An incoming seventh grader must have been promoted from the sixth grade and have passed six (6) classes the previous quarter. Second quarter, seventh and eighth graders must pass six (6) classes in the previous quarter. **Note: Beginning with the 2<sup>nd</sup> quarter of the 06-07 school year, each student athlete must pass six (6) classes quarterly to maintain eligibility.** Eligibility that has been lost may be regained at the mid-quarter by having passing grades in a minimum of six (6) classes. Student athletes who are ineligible may continue to practice and travel with team until eligibility has been determined. Students who do not earn a minimum of 3.0 credits per quarter are ineligible for the entire next semester.

### **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 7<sup>th</sup> or 8<sup>th</sup> 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.

**Central R-III School District  
Media/Web Parent Consent Form**

Central R-III School District is very proud of students' progress and participation in school events and programs. Photos are taken and articles are written to share our pride with the community via the Annual Report, newspaper articles, building newsletters, displays at conferences, brochures, yearbooks, videos, etc.

Central R-III School District shares information about our school and students accomplishments with the community and people around the work via our Internet web site, [www.centralr3.org](http://www.centralr3.org). Staff members also create web pages to facilitate communication, educate students, and share classroom experiences.

Central R-III School District respects individual family decisions concerning the publication of students' photographs and work. We request your permission to publish exemplary work created by your child and photographs of your child participating in school activities. Only first names or initials will be used to identify work and photos. This consent form is completed once in grades K-2, 3-5, 6-8, and 9-12. It will remain in effect unless revoked in writing by the parent or guardian or for discipline reasons by school administrators.

**Student Name:** \_\_\_\_\_ **School:** K-2 West MS HS **Grade:** \_\_\_\_\_

Please **check one** of the following, sign on the line below, and **return** this form to your child's homeroom or first bell teacher, or the teacher that is requesting permission to publish. **Middle School Students return to Mrs. Politte. High School students return to Technology Department.**

\_\_\_\_ **Yes**, I give permission for my child's picture (In a group Only) and work to be published in the media and/or web using first names or initials only to identify work and/or photos on the web.

\_\_\_\_ **No**, I do not give permission for my child's picture, work, or name to be published in the media and/ or web.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Note:** THIS PAGE WAS INTENTIONALLY LEFT BLANK AS THE OTHER SIDE OF THIS PAGE IS A TEAR-OUT FORM. PLEASE RETURN IT WITH YOUR CHILD TO THE SCHOOL SECRETARY.

Taken from the Central R-3 AUP pages 3-5

#### **Rules and Responsibilities**

**The following rules and responsibilities will be followed by all users of the district technology resources:**

- a. Applying for a user ID under false pretenses is prohibited.**
- b. Using another person's user ID and/or password is prohibited unless authorized by the district.**
- c. Sharing one's user ID and/or password with any other person is prohibited unless authorized by the district.**
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.**
- e. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.**
- f. Mass consumption of technology resources that inhibits use by others is prohibited.**
- g. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.**
- h. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.**
- i. Accessing free services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.**
- j. 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.**
- k. 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.**
- l. 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.**

m. Accessing, viewing or disseminating information using 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, 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.

n. Any use which 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 the violation of any person's rights under applicable laws is prohibited.

o. Any unauthorized, deliberate, or negligent action which 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.

p. 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.

q. At no time will district technology or software be removed from the district premises, unless authorized by the district.

r. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

s. 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.

t. Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.

u. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.

v. Horseplay of any kind is not allowed around computer/media equipment.

w. Students and community users may not have food or beverages around any computer/media equipment.

x. Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.

y. Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.

z. Any attempted violation of district policy, 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.

aa. Students are responsible to delete unwanted files from their home directories at the end of each school year.







**STUDENT EDUCATIONAL RECORDS**

**FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

**NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Central R-III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Central R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Central R-III School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Central R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 10. Central R-III School District has designated the following information as directory information:

- |                           |   |
|---------------------------|---|
| ▪ Student's name          | ▪ Grade Level                                       |
| ▪ Address                 | ▪ Participation in officially recognized activities |
| ▪ Telephone listing       | and sports  |
| ▪ Photograph              | ▪ Weight and height of members of athletic          |
| ▪ Date and place of birth | teams   |
| ▪ Dates of attendance     | ▪ Degrees, honors and awards received               |

**STUDENTS**

**POLICY 2130**

**(REGULATION 2130)**

**NONDISCRIMINATION AND STUDENT RIGHTS**

**(FORM 2130)**

**HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

## **STUDENTS**

## **POLICY 2150 (FORM 2150)**

### **NONDISCRIMINATION AND STUDENT RIGHTS**

#### **SEARCHES BY SCHOOL PERSONNEL**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**STUDENTS**

**POLICY 2520**

**(REGULATION 2520)**

**STUDENT ACADEMIC ACHIEVEMENT**

**PROMOTION AND RETENTION**

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

**STUDENTS**

**POLICY 2920**

**(REGULATION 2920)**

**ACTIVITIES AND ATHLETICS**

**(FORM 2920)**

**INTERSCHOLASTIC ACTIVITIES AND ATHLETICS**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

**HAZING**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

**STUDENTS**

**POLICY 2620**

**(REGULATION 2620)**

**DISCIPLINE**

**FIREARMS AND WEAPONS IN SCHOOL**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

**STUDENTS**

**POLICY 2640**

**DISCIPLINE**

**STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS**

**SMOKING**

The Central R-III is concerned with the health, welfare, and safety of the students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances or imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010 RSMo., and in schedules I, II, III, IV and V section 202 (c) of the Controlled Substance Act, 21 U. S. C. 812 (c).

Students may only be in possession of prescription or nonprescription medication as provided in Regulation 2870.

The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy 2150.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension or placement in the alternative school, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. The principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to the local law enforcement agency.

Students with disabilities who violate this policy will be disciplined in accordance Policy 2672. Upon returning to school from an alternative school following a drug/alcohol suspension, the student and parent or guardian agree to the following condition:

\*Present proof of successful completion of an alcohol/drug reentry program prior to returning to school.

## **STUDENTS**

## **POLICY 2641**

### **DISCIPLINE**

### **DRUG-FREE SCHOOLS**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

**STUDENTS**

**POLICY 2651**

**DISCIPLINE**

**STUDENT DRESS**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

**STUDENTS**

**POLICY 2670**

**DISCIPLINE**

**CORPORAL PUNISHMENT: AUTHORIZED**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator.

**STUDENTS**

**POLICY 2750**

**(REGULATION 2750)**

**STUDENT WELFARE---WELLNESS**

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

The goals of the District's wellness policy are as follows:

- 1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical

activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

**2. Support and promote proper dietary habits contributing to student's health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

**3. Provide more opportunities for students to engage in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

**4. The District is committed to improve academic performance.**

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

**5. Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:**

- Developing guidance to this policy \*Revising policy as necessary
- Monitoring the implementation of this policy
- Evaluating policy progress
- Serving as a resource to school sites

## Meal Account Information

Over the past few years the Central School District has experienced a significant increase in the number of students charging breakfast and lunch. While charging on occasion is expected, collecting on charges has become increasingly difficult, resulting in a food service program that is not fiscally sound. In an effort to maintain an efficient food service program, the school district has implemented an automated lunch accounting program.

As a parent, you will only notice two changes:

- ❖ When you send money to school with your child for breakfast or lunch, you will use an envelope provided by the school. This envelope requires some basic information that will allow us to credit your child's account correctly. Our lunch accounting system is set up on a deposit basis much like your checking account. You make a deposit to your account and then can write checks up to the amount in the account. In the same way, with the meal program, you deposit money in the account and your child can eat until you run out of money. Each paying student is to have money in his or her account before eating breakfast or lunch. If your child's account reaches a negative balance, you will receive a notice telling you that you will need to put money in the account.
- ❖ Your child will get a pin number. This pin number will remain the same as long as your child attends school at Central. Each day when he or she goes through the breakfast or lunch line, the number will be entered. This pin number is linked to your child's account. The money for the cost of the meal will be deducted from your child's account each time he or she eats. Please remind your child to keep the pin number confidential.

This process will allow you to pay a week, month, or even a year in advance.

Please be aware that after the 10<sup>th</sup> charge, the child will be given a peanut butter sandwich and milk instead of the regular meal. This will be done until the child's account is paid up.

If you would like to have your income re-evaluated in order to see if your child qualifies for free or reduced lunch and breakfast, please contact the school office for a form that you can complete and return. This can be done at ANY TIME during the school year.

The Central R-3 district has a free breakfast program. Students are to eat breakfast upon arrival to school. The cafeteria will finish serving breakfast at approximately 7:45 a.m. If you have further questions regarding the middle school meal program, please contact Ms. Cathy Cockrum at (573) 431-1322.

Breakfast: \$ 0

Lunch: \$ 1.55 (Full -price) \$0.40 (Reduced)

### **Sustained Silent Reading Guidelines**

- Students must read for the entire allotted reading period.
- Teachers are expected to read along with students.
- You can not do homework. SSR is NOT a study period.

- You may read anything as long as it is school appropriate and the text does not compete with the pictures.
- You must have a book in your possession when SSR time starts; this is the main responsibility involved in coming prepared to your SSR class.
- You may not talk or disturb others.
- Please don't ask to leave the room during SSR time.
- Disruptions will be kept to a minimum. This means students will not be called out of class; messages will not be distributed, etc.
- Students are to log the number of pages read daily.

## **Central Middle School Advisory Program: Rebel Advisory Program**

### **Rationale:**

Central Middle School Advisory students will build upon previous knowledge of skills in personal and social development, academic development, and career development.

Advisory will be a fulfillment of the adolescent needs not normally addressed in the academic classroom. Through advisory, students should develop a sense of belonging, recognition, achievement, and fun and adventure (both educational and recreational).

### **Course Description:**

The CMS Advisory program involves teachers building positive relationships with students, assisting students with the transitioning process from the previous grade and preparing for the next grade, age-appropriate personal and social development, acquiring and reinforcing academic development, and acquiring knowledge and being able to identify research, analyze career information and applying information to self.

### **Objectives:**

- To provide individualized support to all CMS students by providing a consistent advisor throughout grades six thru eight.
- To increase opportunities for parent involvement.
- To enhance relations among students and staff.
- To allow for a smoother transition between grade levels.
- To improve student performance: attendance, grades, behavior, etc.
- To decrease potentiality for drop out at the high school level.
- To assist advisees in monitoring their own academic progress.
- To encourage advisees academic, personal, and social development.

R.A.P. will be held approximately twice a month. The regular schedule will be slightly altered to accommodate for advisory activities/lessons. Students will be placed in advisory groups randomly. Students will remain with the same R.A.P. advisor/R.A.P. group for the entirety of their middle school experience. Students and advisors will be surveyed yearly to determine strengths and weaknesses in the program and to make improvements in the program.

### **Central Middle School: Literacy Initiative Plan**

#### **Goal 1: Read the equivalent of 25 books per year across the curriculum**

- Students will read the equivalent of 15 to 18 books (200 pages constitutes a book for a range of 3000 – 3600 pages).
- Provide resources for teachers to expand their classroom libraries (book and magazine donations, purchase newspapers and magazines for classrooms).
- Continue implementation of a daily 20 minute Silent Sustained Reading program (SSR).
- Provide reading lists for Social Studies classes.

- Provide reading lists for Science classes.

## **GOAL 2: WRITE WEEKLY IN ALL CLASSES**

- Provide teachers training in writing for learning, writing to demonstrate learning and authentic writing.
- Revise and continue to use a common rubric for evaluating student writing in all classes.
- Implement a periodic school-wide writing prompt program.

## **GOAL 3: WRITE RESEARCH PAPERS IN ALL CLASSES**

- All English students will write at least one research paper/project.  
Length and complexity will increase each grade level.
- All Science students will write a research paper/project.

## **GOAL 4: USE READING AND WRITING STRATEGIES TO ENHANCE LEARNING IN ALL CLASSES**

- All classes will require at least one paper (one to two pages) each year.
- Provide professional development to help teachers learn strategies to use in their classes that will enable students to get more out of their reading.
- Emphasize connecting and questioning throughout the year. Provide training in the use of these strategies.

## **Goal 5: Teach language arts to all students using honors English strategies**

- Explain to parents and students the new higher standards and why they are important.