



**CENTRAL**

**MIDDLE**

**SCHOOL**

**STUDENT HANDBOOK**

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Central Middle School  
**STUDENT HANDBOOK**

2026-2027

Dear Students:

Whether you have attended Central Middle School previously or this is your first year here, I want to welcome you to CMS on behalf of the entire staff. Middle school is a very important time in your life, a time of great change. It is a time to begin making important decisions that will impact your future. This handbook can be a valuable tool in helping you to succeed throughout your time here. Be sure to use this handbook as a reference in helping to make good, positive choices. This handbook will help you to fulfill our expectations for you as a student. These expectations are: 1. Be at school 2. Be on time 3. Be respectful and demonstrate good character 4. Make learning a priority 5. Have fun. The faculty and staff at CMS want to see all students succeed, and we are here to help you attain your goals. Be sure to take advantage of the support systems here at CMS that will assist you in meeting those goals. We hope that you have a terrific year academically and socially. Join an activity, sport, or a \*club and get involved! Please feel free to stop by my office, Mr. Naucke's office, or Mr. Mills' office if we can help you in any way. We are glad you are here!

Have a great year,

Mr. Greg Noble  
Principal

\*See [this link](#) for a list of CMS clubs.

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

The Central R-III School District does not discriminate on the basis of race, color, and/or national origin, sex, disability, or age in its programs and activities. Inquiries or concerns may be directed to the Title IX Coordinator, 200 High Street, Park Hills, MO 63601; telephone number 573-431-2616.

**RANDOM SEARCHES AND VEHICLE SEARCHES OF STUDENTS AND STAFF MAY OCCUR**

[2026-2027 District Calendar](#)

**Central R-III School District Mission Statement**

Striving to develop lifelong learners and responsible citizens in an ever-changing society.

**Central Middle School Mission Statement**

Achievement. Character. Excellence.

**Central Middle School Vision**

Central Middle School staff, along with our community and parents, will develop a school where:

- Students feel safe, welcome, and involved in their education.
- Students set and attain personal goals.
- Students are prepared to make a successful transition to high school.
- Students are lifelong learners.
- Students embrace failure as an opportunity to learn, grow, and persevere.

**Bell Schedule**

7:35	Warning Bell
7:40	Tardy Bell
7:40-8:30	1 <sup>st</sup> Hour
8:34-9:24	2 <sup>nd</sup> Hour
9:28-10:18	3 <sup>rd</sup> Hour
10:22-11:12	4 <sup>th</sup> Hour
11:16-12:33	5 <sup>th</sup> Hour/Lunch
12:37-1:27	6 <sup>th</sup> Hour
1:31-2:21	7 <sup>th</sup> Hour
2:25-2:50	RAP

**Lunch Shifts:**

6A	11:16-11:38
6B	11:27-11:49
7A	11:38-12:00
7B	11:49-12:11
8A	12:00-12:22
8B	12:11-12:33

**Grading Scale**

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

\*Principal's List 3.67-4.0 GPA

\*Honor Roll 3.0-3.66 GPA

## Central R-3 School Board Policies

### **Policy 2652-Discipline-Student Conduct on Buses**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

### **Policy 5220 Safety, Security and Communications, School Bus Safety**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff. The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures. District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

### **Policy 2610 (Regulation 2610) Discipline Misconduct and Disciplinary Consequences**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

### **Policy 2600 Discipline**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary

consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

**(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, age, 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, age, 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, sex, national origin, age, 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, sex, national origin, age, 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 and District officials, including

administrators, teachers, and other staff members 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, age, 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. The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

**Policy 4810 (Regulation 4810) Staff Welfare (Form 4810) Sexual Harassment**

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

**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 a program to determine its effectiveness,

to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **Policy 6231 (Regulation 6231) Instruction/Textbook Usage - Students**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded.

The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

### **Policy 2655 Discipline-Students**

In order to promote a safe learning environment for all students, the Central R-III School District prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy 2600, Policy 2610, and Regulation 2610. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions of Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to

extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Central September 2010 Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization. Bullying/Cyberbullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **Policy 6180 Curriculum Services -- English Language Learner (ELL)**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body. School personnel enrolling ELL students are trained in the process of identifying, assessing and providing services to these students. To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Where the District has or may have in the future a low number of ELL students, the District may contract with a neighboring district for services until a qualified ELL teacher

is employed. However, if the District serves twenty (20) or more ELL students, the District will employ a full-time certified ESOL teacher. The Board designates the Special Services Director to serve as the District's ELL Implementer.

### **Policy 6190 Instructional Services**

The Central R-III School District will participate in the **Missouri Course Access and Virtual School Program (MOCAP)**. The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. (Policy 6190)

The District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student's Principal and inquire about the Missouri Course Access Program (MOCAP). The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year will have five (5) school days from school enrollment to apply for a program course.

### **Policy 6325 Artificial Intelligence (AI)**

#### Student Use of AI

Students must learn to engage with AI technologies responsibly, ethically and effectively in order to enhance their learning experiences while safeguarding their privacy and well-being. The use of AI tools without the express consent of the teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. *\*The default position in the classroom is "no AI use" unless expressly permitted by the classroom teacher.*

Responsible student use of AI includes:

- AI tools used solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is not permitted.
- The use of AI technologies in an ethical manner, respecting copyright laws, privacy norms and intellectual property rights of others.
- Students cautiously interacting with AI tools and not sharing sensitive or personally identifiable information (PI) or data about themselves, another student, a staff member or any other person. Students must understand the risks and implications of data sharing.

- When communicating through AI tools such as chatbots and virtual assistants, adhering to the same standards of respect and decency expected in human interactions.
- Not using AI to access, create or disseminate harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit or could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs or interact with AI in a manner that supports any of the above.

The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical and productive learning environment. By adhering to policy and regulation, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of the school community.

This policy will be reviewed regularly to adapt to evolving technologies and educational needs, ensuring that AI remains a positive and powerful tool for learning and development in the District.

For a complete listing of board policies, please access the Central website at: [www.centralr3.org](http://www.centralr3.org) . Click on “Administration,” then “Board Members and Policies.”

### **Student Discipline**

Student discipline is integral to maintaining a positive learning environment. The following discipline code consists of guidelines that will be followed when dealing with student disciplinary issues. No code can encompass every possible discipline issue. In those rare circumstances, administrators will use their best professional judgment in determining disciplinary action. When determining disciplinary action, the administration will consider the severity of the infraction, the number of past infractions of this nature, and the student’s overall discipline history.

#### **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 of law enforcement officials, and documentation in student’s discipline record.

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

### **Assault 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, expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent offense: 11-180 days out of school suspension, 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 the student's discipline record.

### **Bullying/Cyber Threats/Harassment (see Board Policy 2655)**

Bullying is defined as intimidation or harassment of a student or multiple students that is repetitive or is substantially likely to be repeated, perpetuated by individuals or groups that causes a reasonable student to fear for his or her physical safety or property, substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. It includes but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, include name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyber bullying is sending or posting harmful, sexual or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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

### **Bus Misconduct**

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Additionally, bus riding privileges can be suspended or revoked for student misbehavior at bus stops, including waiting areas on campus for afternoon bus runs. 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.

### **Cell Phones and Smartwatches/Headphones/Earbuds/AirPods and Other Communication Devices**

Cell phones and other electronic devices, including smartwatches/headphones/earbuds/AirPods, must remain out of sight and silenced for the duration of the school day, beginning with their arrival on campus through the end of the school day. This includes passing periods and lunch. Cell phones should not be sticking out of clothing, sitting on desks, sitting in a student's lap, etc. It should not be visible in any way. Students in violation will have their cell phone or other electronic devices confiscated on the first offense and have it/them returned at the end of the school day. On the second offense, the cell phone or other electronic devices will be confiscated until a parent/guardian picks them up. On the third offense, the student will not be allowed to have a cell phone or other electronic device at school for the remainder of the semester and/or school year (and the parent will have to pick them up). Subsequent offenses will result in ISS or OSS. Student refusal to turn over a cell phone or other electronic device when asked by a staff member will be considered insubordination.

We recommend that students do not bring their own electronic devices to school, especially if they are particularly valuable (AirPods, cell phones, etc.). However, if they do, the school district will not be responsible for loss, damage, or theft of the device. If students bring these items, they do so at their own risk. Staff members will not be expected to do any kind of extensive investigation to find these items.

Students who record/photograph other students or staff members using an electronic device without permission will be subject to discipline. This will be dealt with more severely if the material is shared with others or posted/displayed publicly. Exceptions may be made if recording/photographs are being made with teacher permission and under teacher supervision. Students who premeditatively record discipline infractions, such as fighting, vaping, etc. on school grounds will be subject to disciplinary action. Students who share vulgar and/or pornographic images (or links to such images/material/content) with any electronic device could be subject not only to disciplinary action, but possibly subject to law enforcement involvement, as well.

### **Chromebook Violations**

Failure to bring Chromebook to class or to school, failure to have Chromebook charged, careless treatment of Chromebook, irresponsible/inappropriate use of Chromebook, or

violation of Chromebook policies (see Page 30 ). Students will be allowed to check out a loaner Chromebook from the library 3 times during each semester of the school year.

Consequences: (4th loaner) Warning. (5th loaner) Detention. (6th loaner) Loss of Chromebook for minimum of 3 days. Students in violation of Chromebook policy may also be subject to loss of Chromebook access, in-school suspension, or out-of-school suspension.

Chromebooks should not be brought to cafeteria tables; neither should they be open nor used while students are in the cafeteria for meals. Furthermore, they should not be open while students are standing in breakfast and lunch lines.

### **Cheating**

Cheating in class on a test, on homework or any type of assignment and/or plagiarism-presenting words and/or ideas of someone else's as your own, without giving credit, regardless of the type of source, i.e. electronic, internet (copying and pasting), print, other student's work, etc. Submitting AI work as original student work within the school context is not permitted, and any use of AI without the express permission of the classroom teacher will be viewed as a form of cheating.

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.

### **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.

First offense: Principal/student conference, after school detention, in-school suspension, or 1-180 days out-of-school suspension.

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

### **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, detention, in-school suspension, or 1-10 days out-of school-suspension.

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

### **Dress Code**

Clothing or accessory items which may be deemed inappropriate to the educational environment and, thereby, disruptive to it are not to be worn or brought to school; i.e., items which depict gang affiliation or promote alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words, weapons, and any messages or content that is deemed inappropriate to the educational setting. Piercings that are a danger to the individual or other students are prohibited. Bare midriffs (stomach), low neck-lines, shirts without sleeves, shorts above fingertip length, sagging pants below the waistline and clothing that exposes undergarments are prohibited. Spandex shorts in the "volleyball style" are not allowed. Pajama pants and house shoes are not allowed. In addition, no hats or hoodies worn over the head are allowed. "Dog collars," animal ears/tails, any/all cosplay clothing and accessories, including wigs and face paint or any other accessory, are inappropriate and will not be allowed. Teachers have the right and responsibility to enforce the rules in the teacher's class, at school activities, elsewhere on campus, or on trips.

Consequences: Principal-student conference, change of clothing, detention, in-school suspension, out-of-school suspension.

### **Drugs/Alcohol (see Board policies)**

(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: In-school-suspension, up to 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, notification to law enforcement officials, and documentation in student's discipline record.

(C) 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, notification to law enforcement.

Subsequent offense: 1-180 days out-of-school suspension, notification to law enforcement.

### **Extortion**

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

First offense: Principal-student conference, in-school suspension or, 1-10 days out-of-school suspension.

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

### **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, expulsion, and possible documentation in the student's discipline record.

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

### **Fighting**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Serious fights, those in which students are punching one another with a closed fist to the head and/or are attempting to inflict bodily injury, will likely result in suspension. Self-defense will only be considered as an excuse if a student has made every effort to avoid the conflict and is only using physical force in an effort to get away. Simple retaliation will result in disciplinary 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, alternative school placement, expulsion, and possible documentation in student's discipline record.

### **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.

### **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, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### **Horseplay**

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

First offense: Principal-student conference, detention, or in-school suspension.

Subsequent offense: Detention, in-school suspension, or out-of-school suspension.

### **Insubordination**

Failure to comply with instructions by a staff member.

First offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, alternative school placement, or expulsion.

Subsequent offense: Detention, in-school suspension, 1-180 days out-of-school suspension, alternative school placement, or expulsion.

### **Physical Aggression**

Students who become physically aggressive with one another, including (but not limited to) pushing, shoving, headlocks, etc. These actions could escalate into a fight and/or injury.

First offense: Principal-student conference, detention, in-school suspension, or out-of-school suspension

Subsequent offense: in-school suspension, out-of-school suspension, alternative school.

### **Profanity/Obscene Language or Gesture**

Conduct, speech, or writing that is deemed sexual or otherwise offensive.

First offense: Principal-/student conference, detention, in-school suspension.

Subsequent offense: in-school suspension, out-of-school suspension, alternative school.

### **Public Display of Affection**

Physical contact which is inappropriate for the school setting.

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

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

### **Sexual Harassment (see Board policy)**

(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, expulsion, and possible documentation in student's discipline record.

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

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

### **Substitute Problems**

Any student who creates a disruption in class or is uncooperative for a substitute teacher will be subject to ISS. Substitute teachers are encouraged to send a student to the office

the moment they become disruptive, disrespectful, or uncooperative. Students are advised to be on their best behavior for all substitute teachers.

### **Theft**

Theft, attempted theft, or willful possession of stolen property.

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

### **Tobacco Products**

(A) Possession/use of any tobacco products or vapes on school grounds, bus or at any school activity. Off campus possession or use of controlled substances (including tobacco): Missouri law has established a drug free/tobacco free zone within 2000 feet of school property.

First offense: Principal-student conference, confiscation, detention, in-school suspension, or out-of-school suspension.

Subsequent offense: Confiscation, in-school suspension, or out-of-school suspension.

(B) Distribution of tobacco products or vapes on school grounds, bus, or at any school activity.

First offense: In-school suspension or out-of-school suspension.

Subsequent offense: In-school suspension or out-of-school suspension.

Note: Vapes will be confiscated, will not be returned, and MAY be subject to drug testing.

### **Trifling**

Refusing to participate in classroom activities such as listening, reading, taking notes, or working on assignments.

First offense: Principal-student conference or detention.

Subsequent offense: Detention, in-school suspension, or alternative placement.

### **Truancy**

Absence from school without the knowledge and consent of parents/guardian and/or the school administration. Students who are caught skipping all or part of a class will be considered truant. Students will not be allowed to miss a significant part of class and claim they were using the restroom or seeing the nurse unless they notify their teacher in advance that they need to do so.

First offense: Principal-student conference, detention, in-school suspension, out-of-school suspension, possible referral to school resource officer.

Subsequent offense: In-school suspension, out-of-school suspension, and possible referral to school resource officer.

### **Unauthorized Operation of a Motorized Vehicle to/from Campus**

Students are not allowed at any time to operate a motorized vehicle of any kind (scooter, dirt bike, motorcycle, ATV, UTV, etc.) to/from campus.

First offense: in-school suspension, out-of-school suspension, referral to school resource officer

Subsequent offense: out-of-school suspension, alternative school placement, referral to school resource officer

### **Unprepared for Class**

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

First offense: Teacher may send student to retrieve items and mark student “tardy.”

Subsequent offense: Detention or in-school suspension.

### **Vandalism**

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

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

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

### **Vaping**

Vaping has become a serious problem in schools over the past several years. This would include, but would not be limited to, any type of device that synthesizes, diffuses, and/or

vaporizes substances for consumption. Students who are suspected of vaping or having been in possession of a vape are subject to search at any time. Students who are found “hanging out” in a group at a time when a vape is being used or passed around will be subject to disciplinary actions. Students are encouraged to immediately leave a group they are in if a vape is present. Vapes found at school will be confiscated and not returned.

1st Offense: 3-5 days ISS; 3-5 days OSS; juvenile referral

Subsequent offenses: 3-180 days OSS; alternative school placement; juvenile referral

The School Resource Officer will be notified of vaping offenses and may decide to test the vape for THC or other substances, which could lead to more severe disciplinary action.

### **Water Guns/Balloons/Fireworks**

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

First offense: Principal-student conference, in-school suspension, 1-10 days out -of-school suspension.

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

### **Weapons (see Board policy)**

(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, expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Subsequent offense: 11-180 days out-of-school suspension, 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.

### **Safe Schools Act**

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.

### **Alternative School**

Student placement in alternative school is at the discretion of the administration and is based upon discipline, academics, attendance, the need for increased supervision, or any other factors, including safety, that may make alternative placement an option. Students with behavioral issues at the alternative school will face OSS. **Alternative School students are not allowed to attend extracurricular functions or be on any campus other than the Alternative School without prior administrator approval and parent supervision.**

### **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. Students who have behavior issues in ISS will be subject to suspension.

### **Assignment to OSS**

Students assigned to OSS may complete assignments for partial or full credit (individual teacher discretion) while suspended. Students will not be allowed extra time to make up work that was assigned during their suspension. It is the student's responsibility to obtain and complete assignments while suspended.

### **Morning Detention: (7:10-7:30 AM)**

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 class work, or fail to participate in class. Written notification will be given to the student. Morning detention may be rescheduled in the case of an emergency situation if the parent contacts an administrator in advance. Participation in extracurricular activities is not a justifiable excuse for failure to attend morning detention.

### **Failure to Satisfactorily Attend Detention**

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

### **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:

- Guidance counselor
- Director of Special Education
- Juvenile authorities
- Assistant Principal
- Superintendent

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

- Local law enforcement
- 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.

## Additional Rules and Procedures

### **Before School**

Upon arrival at school in the morning, all students are to report to their assigned areas. Students eating breakfast should do so as soon they arrive and sit in their assigned area of the cafeteria. Sixth and seventh grade students should report to the gym and sit in their assigned areas immediately after breakfast and wait for school to begin. Eighth grade students should remain in the cafeteria after breakfast and wait for school to begin. Students are not allowed to be out of their assigned areas before school unless given permission from a staff member. Students who do not follow morning procedures will be subject to disciplinary action.

### **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.

### **Book Bags/Gym Bags**

Students may bring bags to school but must leave them in their lockers during the day unless authorized by a staff member.

### **Bus Conduct**

The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. It may be necessary or convenient in loading and unloading for the driver to assign students to certain seats or areas in which to sit.

Students 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.

When the bus approaches a loading zone, students should remain back three or four feet. Students should wait for the bus to stop and the driver to open the door before approaching the bus.

Students must not try to get on or off the bus, or move about within the bus while it is in motion.

Students must not try at any time to extend arms or head out of the bus windows.

Keep the aisles clear. If it is necessary for students to stand, hold on to the back of a seat frame.

Classroom conduct is to be observed by students while riding in the bus, except for ordinary conversation.

If you have to cross the roadway when leaving the bus, always cross ten feet in front of the bus so the driver can see you. Go straight across the roadway.

No eating, drinking or smoking is permitted on the bus at any time. Please help keep the bus neat and clean.

Failure to obey rules and regulations will result in referral to the office. Serious infractions could result in a student's loss of privilege to ride the bus.

Students who await the arrival of the afternoon bus in our cafeteria as well as students who transfer buses 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.

### **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.

### **Distracting Items**

No playing cards or toys of any kind or electronic games and/or laser pointers are permitted at school. The items will be confiscated.

### **Extracurricular Activities**

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 extracurricular/athletic 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 and other similar events the school discipline policy shall be followed. Students who leave an event may not return without being attended by a parent/guardian. 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 or out-of-school suspension may not attend any activity such as athletic contests 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. These rules include both home and away events.

### **Food and Drink**

There shall be no food or drink permitted in any area of the 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. ANY outside drinks must be consumed in the cafeteria at breakfast, and students will not be allowed to take outside drinks with them to the classroom, to their lockers, etc. In addition, no outside food and/or drinks can be delivered to students during the school day, including during lunch (fast food orders, pizza deliveries, sodas from convenience stores, Sonic, etc.). Energy drinks are not allowed on campus.

### **Immunization**

In accordance with Missouri law, students must receive immunization for Diphtheria, Pertussis, Tetanus, Oral Polio, Measles, Rubella, and Mumps. Any student who fails to receive these in a timely manner could be held out of school attendance until immunizations are completed.

### **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 should never leave school without approval from the office. If you return to school on the same day, report to the office. Please sign the “check-in & out” sheet in the office when arriving late or leaving early.

### **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.

### **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.

### **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" quizzes 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.

### **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." Written permission from parent/guardian for all medication is required. Prescription medication requires written documentation from a physician.

### **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. The criteria for possible retention are as follows:

### **Report Card Grades**

Three semester "F's" indicates a concern. Five yearly semester "F's" indicate consideration of retention. Six or more "F's" indicate a need for retention.

### **Attendance**

Hourly attendance below 80% indicates a concern.

### **Teacher Judgment**

Teachers will use professional judgment to determine the student's attempt to master learning standards. Student failure to meet the expected performance levels indicates a concern.

Students who have one or more concerns could be considered for retention. Students who have one or more concerns could be required to attend summer school in order to be promoted.

### **School Insurance**

Central Middle School does not carry accident insurance on students. It is the parent's/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.

### **Security**

Cameras are located inside and outside the building. While they do not cover all areas, they do cover many areas and will be used for security. Students are asked to report any unusual activity. Students are not to allow anyone in the building without permission from staff or administration.

### **Telephone**

Students should not use office phones except in case of emergency.

### **Trespassing**

All visitors must report to the office and identify themselves. Persons who fail to do so will be prosecuted for trespassing.

### **Technology**

**STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP) AGREEMENT & CHROMEBOOK USER AGREEMENT FORMS CAN BE FOUND ON THE LAST PAGE OF THIS HANDBOOK. THEY WILL NEED TO BE SIGNED AND RETURNED AT THE BEGINNING OF THE SCHOOL YEAR (this will also be sent home in the packet that all parents receive).**

**Windows username will be first initial, middle initial, and last name (No spaces or capitalization.). Password will be lunch PIN. Google username will be [lastnamefirstname@centralr3.org](mailto:lastnamefirstname@centralr3.org) (No spaces or capitalization.). Password will be first and last initial followed by lunch PIN.**

**Please read and refer to the "High School and Middle School Student Technology All In One" document found at [centralr3.org](http://centralr3.org) under "departments," "technology," "students."**

### **Visitors**

Students are not permitted to bring visitors to school. This includes visitors during lunch. Visitors create a distraction for both teachers and students.

### **Attendance Policy**

Students are allowed to miss 6 days (42 hours) of school per semester. Once a student is a full day (7 hours) over the policy, which would put him/her at 49 hours, he/she is officially in violation of the attendance policy. Parents/guardians will be notified via phone and email when students have been absent 5 days (35 hours) and again when students have been absent 8 days (56 hours). Once a student has been absent for 10 days (70 hours), a parent/guardian may be referred to the district social worker and School Resource Officer for possible violation of the compulsory attendance law (City of Park Hills ordinance). For more information regarding this ordinance, see the next page under "Compulsory Attendance Law."

### **Verifying Absences**

All absences must be verified by a parent/guardian, or the student will be considered truant. Parents/guardians may verify an absence by calling the office (extension-3103) by 8:00 a.m. on the day of the absence. If the absence is planned, the office should be notified in advance if at all possible.

### **Truancy**

Students are considered truant from school if they are absent from school without parental permission, if they leave school without following proper checkout procedures, skip classes while on campus, if they are on vacation without prior approval, or if they are not where they are supposed to be during class. Truancy can result in disciplinary action from the school as well as notification of law enforcement and/or juvenile authorities.

### **Doctor's Excuses**

Students will be allowed to have up to 3 absences *per semester* excused by a valid doctor's note. These absences will not be counted against the attendance policy. Absences beyond these three or without a doctor's note altogether will count against the attendance policy. Doctor's notes should be provided immediately upon a student's return to school, or earlier if possible. Doctor's notes that are over a week late (more than a week after the absence) will not be accepted. Doctor's notes can be brought to the attendance office in person, emailed ([jblack@centralr3.org](mailto:jblack@centralr3.org) OR [hmcmullen@centralr3.org](mailto:hmcmullen@centralr3.org)), or faxed (573-431-5393).

### **Compulsory Attendance Law**

The City of Park Hills has passed an ordinance, section 210.040 that states that any parent, guardian or other person having charge, control or custody of a child who violates the provisions of Section 167.031, RSMO. is guilty of a misdemeanor offense. Section 167.031 states that any child under the age of 17 must attend school. Excessive absences will be reported to the Park Hills Police Department for violation of state and local ordinances.

### **Homebound Instruction**

Students who plan to be absent from school for an extended period of time due to a health condition may be eligible for homebound instruction. Parents/guardians should contact the Principal to request homebound instruction/paperwork.

### **Requesting Make-up Work**

Parents may call the office (431-2616 ext. 3103 or 3104) before 9:00 am to request homework for students who are absent for two or more days. Parents may also access our website at [www.centralr3.org](http://www.centralr3.org) to link up with teachers on the staff page for all homework assignments. Students absent for only one day will receive the homework assignments upon their return to school.

### **Absences and Extracurricular Events**

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 an administrator. This applies to all activities, including athletics, music, academic competitions, etc. Students missing part of the day may only participate in the activity if his/her parents have cleared this with the administration in advance.

### **Family Vacations**

Parents are strongly advised not to take students on vacations during the school year. Absences for vacations are not excused and do count against the attendance policy. Additionally, students do not benefit from missing class time, and parents should consider a student's current attendance record when considering a vacation while school is in session.

If a student still plans to go on a vacation during the school year, the school should be informed prior to leaving. This applies to vacations that result in more than 3 absences. Failure to inform the school may result in the student being reported as truant. Students also must contact their teachers in advance to gather assignments before the vacation and are responsible for turning in assignments before or upon their return to school. Students are not allowed extra days to complete assignments given to them prior to a vacation.

### **Absences for Late Enrollees**

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.

### **Tardies**

Students who are not in their designated seat with all necessary materials for class may be marked tardy. Tardies accumulate by quarter and reset at the beginning of each new quarter. Upon a student's 5th tardy in a quarter, he or she will receive a warning. Upon a student's 7th tardy in a quarter (and each subsequent tardy), he/she will serve a day of discipline (morning detention/ISS). Students who are dropped off late to school will be counted late, which will count against total attendance.

### **Homework and Late Assignments**

Homework is defined as assignments that require time outside the classroom to reinforce and/or enhance classroom instruction. Homework may be, but is not limited to, individual or group projects, research papers or projects, or other daily assignments requiring time outside of class to complete.

Homework is an integral part of the learning/educational program for two specific reasons. Students need to practice the skills they learn at school often and continually. Students need to learn the discipline of accomplishing assigned work and be responsible for its completion. There are basically five types of Homework: 1) reinforcement/revision/review of work done in class, 2) extension/enrichment of work done in class, 3) encouragement of independent learning, 4) creative (students developing their own ideas related to a class topic), and 5) preparation for future classes.

Homework should be well-planned and aligned to the curriculum requirements, be clearly related to ongoing class work, have immediate feedback and be evaluated for quality and accuracy, be meaningful and challenging, be completed as assigned and have clear procedures and expectations for accomplishment and due dates, serve to provide good independent study habits, serve to draw home and school closer together, and be manageable. Overburdening students with homework often proves to be counter-productive. Homework should not require extensive teacher or parent direction for help, be given as busy work, or be given as punishment.

Homework should be completed successfully and punctually by all students. However, not all students are as responsible as others' and not all homework assignments are turned in on time. Therefore, the ICU list will be utilized for missing assignments.

If a student has a missing assignment or a late assignment for class, then that student will be placed on the ICU list for extra help to complete the assignment (s) during RAP. When a student is placed on the ICU list the parent /guardian will receive a text notifying them and when the student completes the assignment the parent/guardian will receive another text that the student has been taken off the ICU list.

Being placed on the ICU list is to receive extra help, but it can become a discipline issue if students do not catch up on assignments after one day of being on the ICU list for a given assignment. Students on the ICU list for two days for the same assignment may only receive 70% credit for the assignment. Students on the ICU list for three days for the same assignment may receive a zero on the assignment and/or receive a discipline referral.

### **Power of the ICU**

What is ICU? ICU stands for Intensive Care Unit, just like in a hospital. ICU is an academic support system for students and communication tool for teachers and parents and is built around a school-wide electronic database that tracks missing assignments. All students completing all assignments is the foundation of this program. Students learn quickly that if they have one missing or poor quality assignment, they need extra attention in order to meet the standard.

Students with missing or poor quality assignments have their names placed on an ICU list that can be viewed by all staff members. Students are asked by a variety of staff members: "Who do you owe?" "What do you owe?" "What do you need?" "How can I help?" Staff members re-teach content material and provide students with extra assistance to complete their work: before school, during lunch, after school, etc. Names are removed from the ICU list when assignments are completed and quality work has been done.

It is crucial that parents, teachers, and administrators are all on the same page and convey the message that "All students will complete all assignments and do quality work."

If your child's name is placed on the ICU List:

- You will receive a text and/or an email message, and your child will be given an opportunity to complete the assignment on his/her own.
- Some time will be provided during RAP, but students are responsible for completing this work even when the schedule dictates that RAP time cannot be provided. but If the work remains unfinished, your child will work on the assignment for which he/she was placed on the ICU list during RAP class for extra help, and additional arrangements may become necessary for your child to complete the assignment (e.g. before school, during lunch, after school, etc.).

- If the work remains unfinished, additional arrangements may become necessary for your child to complete the assignment (e.g. before school, during lunch, after school, etc.).
- Most assignments become a grade of zero after a reasonable amount of time has passed. Time varies per teacher, but students will have a minimum of one week to get late work completed.

We look forward to helping your child master the content they need to be prepared for future academic endeavors. We appreciate your support as we work to help your child succeed.

### **Rebel Pride**

Rebel Pride is an incentive program to reward students for meeting behavioral, attendance, and basic academic expectations at Central Middle School. Each quarter, a day will be set aside to reward eligible students with various Rebel Pride activities.

The following criteria must be met to qualify for Rebel Pride each quarter:

- **Fewer than five tardies for the quarter**
- **No discipline referrals for the quarter**
- **No more than one F for the quarter**
- **No more than two absences per quarter – or 14 hours – without a doctor’s note**

Note: A teacher may disqualify a student from Rebel Pride if he/ she believes the student’s behavior, attitude, and/or effort in his/her class have not met expectations.

Students who do not qualify for Rebel Pride will remain in class during Rebel Pride activities. Students who believe they are ineligible for Rebel Pride due to an error will have 3 days to appeal.

### **Athletic Activities**

Athletic activities available at Central Middle School are volleyball, football, wrestling, basketball, track, cross country, baseball, and cheerleading. 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 athlete courses offering 3 units of credit and have earned 3 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 exhibit and maintain good

sportsmanship, observe training rules for all sports, and remember that participation in athletics is a privilege, not a right.

### **Academic Eligibility**

An incoming seventh grader must have been promoted from the sixth grade. Seventh and eighth graders must pass six classes in the previous quarter. A student who fails more than one course the previous quarter will be ineligible to compete in sports during the current quarter. For example, if a student fails more than one class during the First Quarter, he/she will be ineligible to compete in basketball during the Second Quarter. Students are allowed to attend practices at the coach's discretion while ineligible and may become eligible for the next quarter if grades improve.

### **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 seventh or eighth 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. All members of the Student Council are expected to be available for meetings. Student Council members may be removed from the council for failure to follow all guidelines.

Student Council members must follow the following standards of conduct:

- **Be a good school citizen.**
- **Attend school regularly.**
- **Possess a pleasant personality and be friendly and helpful to others.**
- **Be willing to listen.**
- **Be willing to work.**
- **Currently possess and maintain a C+ average or above.**

Responsibilities of the Student Council President include:

- **Lead the Student Council meetings.**
- **Make presentations on behalf of the council.**
- **Organize activities.**

Responsibilities of the Student Council Vice-President include:

Replace the president in all duties if necessary.

Assist the president.

Responsibilities of the Secretary:

Keep records of activities.

Responsibilities of the Treasurer:

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

### **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.

### **Central Middle School Honor Society**

Students are selected for the Central Middle School Honor Society (CMSHS) during their 7<sup>th</sup> grade year. Students may qualify with a grade point average of 3.675 or higher, an attendance rate of 95% or higher, and have zero discipline referrals. Additionally, they must complete an application once they have met these requirements. The final selection of members for induction will be made by the faculty advisory council.

### **Rebel Advisory Program (RAP)**

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).

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 daily as our eighth period class. Students will be placed in advisory groups randomly. Students and advisors will be surveyed yearly to determine strengths and weaknesses in the program and to make improvements in the program.

**BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Your Name\*: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

- You are a:  Student  Parent  Employee  Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of the student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Name of Witnesses: \_\_\_\_\_

Have you ever reported this to anyone else:  Yes  No.? If so, who?

\*Signature of Complainant: \_\_\_\_\_

\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complaint that falsely accuses someone will be subject to disciplinary action.

This section is for use of District Administration

Date Received by Principal: \_\_\_\_\_

Investigative Action Taken: \_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

\* The District informational booklet containing important details pertaining to a variety of topics of importance to students, staff and parents including but not limited to rights of students/parents, behavior expectations, key staff contacts, academics, promotion/graduation, careers, scholarships, safety/emergencies, activities, school calendar, records and more is available for access and review 24/7 online on the District website at [www.centralr3.org](http://www.centralr3.org). In addition, for those not having internet access or if there is simply a desire to have a hard copy of any of this information, paper copies are available at the main office of each campus upon request.

### **Meal Account Information**

Over the past few years the Central School District has experienced a significant increase in the number of students charging his/her 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.

When you send money to school with your child for 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 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 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 at 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. Jamie Black at (573) 431-2616 ext. 3103.

**Student Prices**

Breakfast: \$ 0

Lunch: \$2.75 (Full price) \$0.40 (Reduced)

