

# **CUBA MIDDLE SCHOOL**

**#1 Wildcat Pride Drive**

**Cuba, MO 65453**

**573/885-2534**

**Fax # 573/885-6278**

## **MISSION STATEMENT**

### **Crawford County R-II School District**

The mission of the Crawford County R-II School District, in partnership with the community it serves, is to prepare individuals who are proficient in basic skills, which are essential to becoming a contributing member of society. This effort will develop responsible individuals who possess personal integrity and excellence: individuals who are able to gather and access data, communicate effectively, and think critically, in a secure and nurturing environment. The district offers a diversity of educational programs that address the needs of all students in order to prepare them for an ever-changing world.

*Adopted August 15, 2002*

### **This agenda belongs to:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**LOCKER #** \_\_\_\_\_ **STUDENT I.D. #** \_\_\_\_\_

**Dear Parents/Guardian:**

**On behalf of the faculty and Board of Education, we would like to welcome you to the Crawford County R-II Middle School.**

**Please feel free to visit our school at any time. We welcome visitors and volunteers! We do ask that for the safety of our students you check into the office each time you are visiting our Middle School. If you are interested in visiting one of our classrooms, please notify the office in advance so we can arrange with the classroom teacher a time and date for you to observe.**

**Working together (home, school and community) we will achieve great levels of success this year. If you have questions at any time, please feel free to call the Middle School office at 885-2534, ext. 1183.**

**Sincerely,**

**Mrs. Marie Shoemaker  
Principal**

**Mrs. Melissa Wright  
Assistant Principal**

**Cuba Middle School Administrators, Secretaries & Support Staff 885-2534**

Mr. Jon Earnhart, Superintendent, ext. 1173

Mrs. Kimberly Robinson, Assistant Superintendent, ext. 1174

Mrs. Marie Shoemaker, Principal, ext. 1182

Mrs. Melissa Wright, Assistant Principal, ext. 1213

Mrs. Julie Perkins, Counselor, ext. 1188

Mrs. Vickie Gorsuch, Director of Special Services, ext. 2190

Mrs. Lisa Halbert, Secretary, ext. 1183

Mrs. Rachel Smith, Secretary, ext. 2107

Mrs. Jennifer Shearer, School Based Social Worker, ext. 1180

Ms. Cindy Breese, School Nurse, ext. 1202

Officer Betty Post, School Resource Officer, ext. 1180

**Cuba Middle School Mission & Vision Statement**

**Mission:** “Our mission at Cuba Middle School is to Do What’s Best For Kids to create an environment conducive to student learning and success”.

**Vision:** P- Positive Character and the 3 R’s

A- Academic Excellence

W- Working in a Safe Environment

S- School/Community Partnership

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## Crawford County R-II School District

### 2016-2017 Calendar

August, 2016							September, 2016							October, 2016								
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S		
	1	2	3	△	△	6	4	☆	6	7	8	1	2	3	2	⊗	4	5	6	7	8	
7	△	△	△	11	12	13	11	☆	12	13	14	15	☺	17	9	⊗	10	11	12	13	⇒	15
14	15	16	17	18	19	20	18	19	20	21	22	☺	23	24	16	17	18	19	□	⊗	22	
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29			
28	29	30	31											30	31							

4 - New Teacher Workshop  
 5-10 - All Teacher Workshop  
 11 - First Day of School

5 - No School - Labor Day  
 16 - Early Dismissal @ 1 PM Health Fair  
 16 - 1st Quarter Mid-Term

3 - Professional Development - No School  
 14 - End of 1st Quarter  
 20 - Early Dismissal - P/T Conferences  
 21 - No School

November, 2016							December, 2016							January, 2017						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
6	7	8	9	10	11	12	4	5	6	7	8	9	10	☆	⊗	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	⊗	☆	⊗	26	18	19	20	⊗	⊗	⊗	24	15	☆	17	18	19	20	21
27	28	29	30				☆	⊗	⊗	⊗	⊗	⊗	31	22	23	24	25	26	27	28
													29	30	31					

23-25 - Thanksgiving Break

21-1/1/17 - Christmas Break

2 - Professional Development - No School  
 16 - Martin Luther King Day

February, 2017							March, 2017							April, 2017						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
5	6	7	8	9	10	11	5	6	7	8	9	11	4	2	3	4	5	6	7	1
12	13	14	15	16	⊗	18	12	13	14	15	16	17	18	9	10	11	12	13	☆	8
19	☆	21	22	23	24	25	19	20	21	22	□	⊗	25	☆	⊗	18	19	20	21	22
26	27	28					26	⊗	⊗	⊗	⊗	⊗		23	24	25	26	27	28	29
													30							

17 - Professional Development - No School  
 20 - President's Day

10 - End of 3rd Quarter  
 23 - Early Dismissal - P/T Conferences  
 24-31 - Spring Break - No School

14 - Good Friday - No School  
 17 - Professional Development - No School

May, 2017							June, 2017							July, 2017						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	☆	5	6	7	1
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	☺	△	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						

23 - Last day of School - Early Dismissal  
 24 - Teacher Workshop

**Snow Days**

1-4 Built in  
 5 - Jan 16  
 6 - Feb 17  
 7 - Feb 20  
 8 - Forgiveness  
 9 - March 23 Full Day; March 24 - 1/2 day  
 10 - Forgiveness  
 11 - April 17  
 12 - Forgiveness  
 13 - May 23 Full Day; May 24 - 1/2 day  
 14 - Forgiveness

Student Days:  
 45 + 43 + 46 + 44 = 178

Teacher Days:  
 50 + 43 + 48 + 46 = 187

New Teacher Days:  
 51 + 43 + 48 + 46 = 188

- ☺ Early Dismissal
- ⇒ End of Quarter
- ⊗ PD Day - No School
- ☆ Holiday - No School
- △ Teacher Workshop
- ⊗ School Not in Session
- P/T Conference/ Early Dismissal

## NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Crawford County R-II School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane; 1010 Walnut Street Suite 320; Kansas City, MO 64106; telephone (816) 268-0550.

### COMPLIANCE COORDINATOR

**Kimberly Robinson  
Assistant Superintendent  
#1 Wildcat Pride Drive  
Cuba, MO 65453  
573/885-2534**

### PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Crawford County RII School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Crawford County RII School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Crawford County RII School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Crawford County R-II School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Crawford County RII School, according to the district schedule, 7:30-3:30 Monday-Friday.

This notice will be provided in native languages as appropriate.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education, Vickie Gorsuch 573/885-2534, ext. 1190.

### **Family Policy Compliance**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Crawford Co. R-II School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will provide to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. School official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility, (optional). Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.  
(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file complaint with the U.S. Department of Education concerning alleged failures by Crawford County R-II School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - Family Policy Compliance Office
  - U. S. Department of Education
  - 400 Maryland Ave. S.W.
  - Washington, DC 20202-4605

As described in RSMo Chapter 569, Section 569.155 – a person commits the crime of trespass (class A misdemeanor) of a school bus if he/she knowingly and unlawfully enters any part of or unlawfully operates any school bus.

### **Missouri Department of Elementary & Secondary Education NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

#### **Who May File a Complaint?**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

#### **Definition of a Complaint?**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

#### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

##### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,



6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

#### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision SEA Division Director. The complainant or the LEA may appeal the decision of the SEA. being given to the LEA. This 15-day implementation period may be extended at the discretion of the

### **Formal LEA Complaints Against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### **BUILDING HOURS**

The Middle School building is open at 7:30 a.m. Students are expected to remain in the gym lobby or the cafeteria prior to the 7:45 a.m. bell at which time students should report to their Pride Time classroom if they are not eating breakfast. Only students eating breakfast should be in the cafeteria between 7:30 a.m. and 8:00 a.m. All students are to vacate the building by 3:00 p.m. unless they are participating in a supervised activity or waiting for a second load bus.

### **BUILDING REGULATIONS**

- Students are expected to remain in the Middle School before, during, or after school. If they need to visit another building on campus they should be supervised by an adult.
- Students arriving at school are expected to remain on campus until the end of the school day.
- Students are not allowed to bring visitors to school.
- Students are required to have their identification badges daily for lunch purchases and to check out books from the library.

Students are not allowed to take any food or beverage into the classroom unless given special permission by administration. Water is the only drink allowed in the classroom. No food or drink is permitted in computer lab or computer classroom at any time. **Energy drinks, such as, but not limited to: Red Bull, Monster, Amp, NOS, etc. are NOT permitted in the building.**

- Our learning environment begins at 8:05 a.m. Any student who arrives after 8:05 a.m. must check in at the middle school office. Students arriving after 8:05 a.m. are considered late to school and this will be counted towards the number of times a student can be late each quarter. Please see the discipline section for consequences.
- Only sling bags and purses are allowed in the classroom. We recommend that parents purchase smaller backpacks to more easily fit in the lockers.

### **SIGN IN/OUT**

A student who is arriving late to school or returning from an appointment MUST report to the main office to sign in. Students will not be admitted to class without a late slip from the office. A student leaving school during the day MUST have their parent/guardian sign them out in the main office.

### **OFFICE TELEPHONE**

If a student must call home, they will need to use the phone in the main office. Students should not make personal phone calls from any other office or classroom. Calls will be limited to emergency use only. Making arrangements to go home with a friend is not considered an emergency.

### **DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

**Students in kindergarten through eighth grade – Student’s name; parent’s name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.**

**Parents or eligible students will have ten (10) school days after the annual public notice to provide notice that they choose not to have this information released.** Written notice must be provided to the Office of the Principal in the building which the student currently attends. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as directory information without the parent or eligible student’s prior written consent including in print and electronic publications of the school district.

## TRANSPORTATION

All students traveling to or from school on the bus are expected to follow the 3R's while on the bus and once they arrive at the school building. Students should enter the building directly from the bus or exit the building directly to the bus. Any student leaving school property after exiting the bus will be disciplined. Students leaving school property at the end of the day will not be allowed to ride the bus home. If the bus arrives late to school (after 8:05), the student will need to report to the office to obtain a pass admitting them to class.

Students must have a note from their parent/guardian requesting a bus change and the student must have a bus pass in order to ride a bus other than the one assigned. **Parents who need to request a bus change for their student by telephone must call before 1:00 p.m. Changes will not be made after 1:00 p.m., except in an emergency, which will be determined by the building principal.**

**Please DO NOT call the radio stations or home of school personnel to find out about school closings. You may call 885-2534 for school information or log on to our web site [www.cuba.k12.mo.us](http://www.cuba.k12.mo.us) under special notices.**

### Cuba Middle School Expectations and Goals

*The purpose of SWPBS is to improve student behavior, increase student academic performance, and provide a consistently safe learning environment for students and staff.*

#### **Building-wide Expectations**

In accordance with School-wide Positive Behavior Supports guidelines, the SWPBS expectations at Cuba Middle School are designed to provide a clear understanding of expected student behavior, be few in number, be positively stated and structured, use familiar language, and include example behaviors defined for purposes of instruction. These expectations are defined as "The Wildcat Code."

**The Wildcat Code:** As a student at CMS, I will be Respectful, Responsible and Reliable.  
**School-wide Positive Behavior Supports Mission Statement**

## Universal Definitions

### Cuba Middle School Teaching Matrix for Behavioral Expectations

	<b>Bus</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Cafeteria</b>	<b>Library</b>
<b>Respectful</b>	<b>Stay in your seat</b> <b>Keep feet on floor</b> <b>Seat to Seat</b> <b>Back to Back</b> <b>KHFAOOTY</b>	<b>KHFAOOTY</b> <b>Keep moving</b> <b>Use appropriate language</b> <b>KHFAOOTY</b>	<b>Clean up after yourself</b>  <b>Keep your hands to yourself</b>  <b>KHFAOOTY</b>	<b>Have your lunch card</b>  <b>Wait in line quietly</b>  <b>Use “restaurant voice”</b>  <b>KHFAOOTY</b>	<b>Use “library voices”</b>  <b>KHFAOOTY</b>  <b>Keep feet on floor</b>
<b>Responsible</b>	<b>Use appropriate voice</b>  <b>Report Problems</b>	<b>Be in assigned hallway</b>  <b>Be on time</b>	<b>Use time wisely</b>  <b>Return to class promptly</b>	<b>Have your lunch card</b>  <b>Put away tray</b>  <b>Clear table</b>  <b>Pick up after self</b>	<b>Return books on time</b>  <b>Only visit approved websites</b>
<b>Reliable</b>	<b>Be at stop on time</b>	<b>Socialize appropriately</b>  <b>Get to class on time</b>	<b>Wash hands</b>  <b>Flush toilet</b>  <b>Report Problems</b>	<b>Have Your lunch card</b>  <b>Keep lunch money on your account</b>	<b>Always have ID badge ready when checking out books</b>

**Respectful** – Being respectful means to be polite and considerate of others.

**Responsible** – Being responsible means to be trustworthy and use good judgment.

**Reliable** – Being reliable means having dependable judgment, character and performance.

## SCHOOL CLOSINGS/EARLY DISMISSALS

Should it become necessary to close school because of the weather, the superintendent will notify parents through a school reach automated system, Bright Arrow and call the local radio and television stations. For early dismissals, parents/guardians will be called using the Bright Arrow school reach automated system. **It is important that the office has your correct primary contact number or you will not receive a call.** Any time you have a change in address, please notify the office as we send out mailings periodically to notify parents of important events.

### CMS BELL SCHEDULE

7:45 Building Open  
8:01 Warning Bell  
8:05 1<sup>st</sup> Hour Begins  
8:53 1<sup>st</sup> Hour Ends  
8:56 Warning Bell  
8:57 2<sup>nd</sup> Hour Begins  
9:45 2<sup>nd</sup> Hour Ends  
9:48 Warning Bell  
9:49 3<sup>rd</sup> Hour Begins  
10:37 3<sup>rd</sup> Hour Ends  
10:40 Warning Bell  
10:41 4<sup>th</sup> Hour Begins  
11:29 4<sup>th</sup> Hour Ends  
11:29/11:31 Lunch (5<sup>th</sup> & 6<sup>th</sup>)  
11:30 Pride Time (7<sup>th</sup> & 8<sup>th</sup>)  
11:57/11:59 Lunch (7<sup>th</sup> & 8<sup>th</sup>)  
11:51/11:53 Pride Time (5<sup>th</sup> & 6<sup>th</sup>)  
12:22 Warning Bell  
12:23 5<sup>th</sup> Hour Begins  
1:11 5<sup>th</sup> Hour Ends  
1:14 Warning Bell  
1:15 6<sup>th</sup> Hour Starts  
2:03 6<sup>th</sup> Hour Ends  
2:06 Warning Bell  
2:07 7<sup>th</sup> Hour Begins  
2:55 7<sup>th</sup> Hour Ends

### ACCELERATED BELL SCHEDULE

7:45 Building Open  
8:01 Warning Bell  
8:05 1<sup>st</sup> Hour Begins  
8:30 1<sup>st</sup> Hour Ends  
8:33 Warning Bell  
8:34 2<sup>nd</sup> Hour Begins  
9:00 2<sup>nd</sup> Hour Ends  
9:03 Warning Bell  
9:04 3<sup>rd</sup> Hour Begins  
9:30 3<sup>rd</sup> Hour Ends  
9:33 Warning Bell  
9:34 4<sup>th</sup> Hour Begins  
10:01 4<sup>th</sup> Hour Ends  
10:04 Warning Bell  
10:05 5<sup>th</sup> Hour Begins  
10:30 5<sup>th</sup> Hour Ends  
10:33 Warning Bell  
10:34 6<sup>th</sup> Hr. Begins  
11:06 6<sup>th</sup> Hour Ends  
11:09 Warning Bell  
11:10 Pride Time Begins for 7<sup>th</sup> & 8<sup>th</sup>  
11:25 Warning Bell for 5<sup>th</sup> & 6<sup>th</sup>  
11:26 Pride Time Begins for 5<sup>th</sup> & 6<sup>th</sup>  
12:20 Pride Time Ends for 5<sup>th</sup> & 6<sup>th</sup>  
12:23 Warning Bell  
12:24 7<sup>th</sup> Hour Begins  
12:50 7<sup>th</sup> Hour Ends

### **LUNCH**

5<sup>th</sup> 11:26 – 11:48  
6<sup>th</sup> 11:31 – 11:51  
7<sup>th</sup> 11:54 – 12:17  
8<sup>th</sup> 11:59 – 12:19  
ISS/ALC 11:00-11:22

### **SAFETY**

Fire, bomb threat, earthquake, intruder, and tornado drills will be signaled by the bell system and a call over the intercom. Emergency procedures are posted in each room. During a tornado drill, students should file into the hallway following the exit procedure, kneel, and protect their heads. During an earthquake drill, students should drop and cover under a table or desk. If students are not near a table or desk, they should move against an interior wall, and protect their head with their arms. Once the earthquake has ceased, students will exit the building with a book over their head. Specific directions for each drill are posted in classrooms for student review. The safety procedures are practiced on a quarterly basis.

### **GUIDANCE & COUNSELING**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, and/or help with home, school, and social concerns. Students wishing to see the counselor must complete a "Request to See the Counselor" form, available in the Counselor's office. Students will be called in that day, when the Counselor becomes available.

### **SCHOOL BASED SOCIAL WORKER**

Crawford County R-II School District has a Social Worker on campus who is available to take any concerns individuals may have. Please feel free to contact the Social Worker any time at 885-2536, ext. 1180.

### **RESOURCE OFFICER**

Officer Betty Post of the Cuba Police Department is housed in the intermediate school building. She is available to meet with students, parents, or faculty in an advising or law enforcement capacity. Please feel free to contact Officer Post at 885-2534, ext. 1180.

### **SCHOOL NURSE**

The school nurse is available for medical assistance as needed. If a student needs to see the nurse, he/she should report first to the office. The nurse's office is located in the Intermediate Building. The school nurse does not handle general maintenance on piercings and tattoos.

Medications will only be administered with a physician's order. Over-the-counter medications (i.e. Tylenol, cough syrup, etc.) **will not** be administered without a physician's prescription and may not be carried by a student without prior approval. All medicines prescribed by a doctor must have a pharmaceutical label to be accepted at school. The bottle should include the following information:

- Student's name
- Current date
- Name of medication

**Students may not keep medications on their person or in their locker.**

A school form must be completed and signed by the parent/guardian as well as the physician giving permission for the school nurse to administer medication. Students are responsible for reporting to the nurse's office at the scheduled time to receive their medication.

**Please make sure that emergency telephone numbers are current. When a phone number changes, please contact the main office with these changes.**

If your child has a medical issue that requires him/her to do something different than the other students during the school day we will need a note from their physician stating what they are allowed to do. This note must include the length of time a child will be expected to follow the doctor's orders.

We expect all students to participate in all activities in each classroom every day. If your child has a medical issue which might prevent him/her from being able to participate in activities we need a note from their physician stating what activity they cannot do and the length of time they cannot do it. Changes to a child's medical needs must be updated and reported to the school nurse at the start of each school year. If you have any questions or concerns regarding this policy please contact the school nurse.

### **GRADING SYSTEM**

All students are graded according to maximum standards of achievement for each course. The following marks are used as indication of achievement and for comparison of a student with his or her peers.

<b><u>Grade</u></b>	<b><u>Points</u></b>	<b><u>Scale</u></b>	<b><u>Interpretation</u></b>
A	4.0	100-95	Excellent
A-	3.660	94-90	Excellent
B+	3.330	89-87	Above Average
B	3.000	86-83	Above Average
B-	2.660	82-80	Above Average
C+	2.333	79-77	Average
C	2.000	76-73	Average
C-	1.660	72-70	Average
D+	1.330	69-67	Below Average
D	1.000	66-63	Below Average
D-	.660	62-60	Below Average
F	0	59-0	Failing

### **MID-TERMS & Friday Reports**

**Mid-term reports will go out every 4 ½ weeks.** Every parent is encouraged to sign up for our **Parent Link** service which will allow you to have access to your child's grades. These forms can be found in the main office or through our school website. **Friday reports will be emailed to parents each Friday, unless other arrangements have been made between the parent and lead teacher at each grade level. The final grade report for the school year will be sent, via email after the school year has been completed, unless other arrangements are made with the office.**



## ACADEMIC RECOGNITION

**Principal's Honor Roll**-Any student with an A- or higher in all classes for the quarter.

**Honor Roll**-Any student having a cumulative GPA of 3.000 or higher. Student must not receive any grade below a C- for the quarter.

**Bumper Stickers**-These will be given out to any student having a cumulative GPA of 3.000 or higher for the semester. Student must not receive any grade below a C-.

## STUDENT PLANNERS

A planner is provided to every student at the start of the school year. The students are highly encouraged to write their assignments down each class period to help them keep track of assignments given by the teacher. The planner should serve the students as an organizational tool to help better manage their schedules and assignments. The students are required to use these as a hall pass. The cost to a student/parent to replace a planner is \$5.00.

## STUDENT ID/LUNCH CARDS

A student ID/lunch card is issued to every student free of charge at the start of the school year. Students are expected to have their ID/lunch card with them every day. Students who don't have their ID/lunch card will be the last in line to get their lunch. If a student loses their lunch card he/she is expected to purchase a new one for \$1.00. The money can be placed in an envelope in the front office by 8:30 a.m. to receive a new card by lunch time. Cards received after 8:30 a.m. will be issued the next day.

## MISSING/INCOMPLETE ASSIGNMENTS (MIA's)

Late assignments are subject to a penalty of 90% credit for Late 1 and 75% credit for Late 2. Late 1 provides the student the opportunity to turn in the assignment by the next morning (8:00 a.m.) for 90% credit. If the assignment is not received by 8:00 a.m. that morning the student will receive a Late 2 slip and he/she will have until 3:00 p.m. that day to turn in the assignment for 75% credit. Students are subject to consequences for excessive MIA's each quarter.

## RETENTION POLICY

After the first semester, any student who receives an F in two or more classes on the Semester grade report is at risk of failure. A letter will be sent from the Middle School Counselor notifying the parent/guardian of the risk of retention. At this time a parent/student meeting will be held to discuss intervention strategies that may be implemented for student success. At the end of the third quarter a second letter will be sent to the parent/guardian of students with any F's notifying them that retention is a possibility and requesting that they set up a \*team meeting.

At the mid-term of fourth quarter, a final letter requesting a team meeting will be sent to the parent/guardian of students with any failing grades to request a meeting. **Three semester F's will require summer school. Four or more semester F's WILL require retention.**

\*Team consists of core teachers, special area teachers, counselor, principal, parents/guardian, student and special services (as applicable).

## ATTENDANCE POLICY

Regular and punctual attendance is imperative to ensure success in the classroom. Attending school every day is essential in developing a proper work ethic and a sense of responsibility.

When students are not present in class, the benefit of classroom instruction is lost and can never be entirely regained.

Students are allowed **7 days per semester to be absence if necessary. There are no excused or unexcused days.** Doctor's notes may be needed if an appeal is requested by the parent in the event a student should exceed the 7 days per semester. Absence from school should be limited to personal illness, family crisis, or medical appointments that cannot be scheduled outside the regular school day.

Parents and/or guardians will be notified by letter when their child has been absent three (3), five (5), and (7) days per semester.

Attendance is very important to the success of the student in the classroom. Therefore, a student must be in attendance 92% of the days possible. Once the number of days allowed (7 per semester) has been exceeded students can be assigned Saturday School or after school attendance recovery by the administration to make up time missed in the classroom to keep the student from being required to attend summer school. This will not remove the "0" credit on assignments, quizzes, tests, projects, etc. once the student exceeds the 7 days per semester. Saturday school is only used to make up seat time, not to make up work. Recovery hours may not be done in advance or be carried over to another semester.

If the absences continue beyond eight (8) days per semester, the student will be referred to the school based social worker for possible referral to the Department of Family Services or to the Juvenile Office. Cases of emergency situations, extended illness, or serious accidents will be dealt with on an individual basis with the building principal. It is the parent/guardians responsibility to request homebound instruction during these emergency situations.

Homebound services may be provided as outlined in Policy 6275 and Regulation 6275.

**When a student exceeds 7 days in a semester, the student will receive zero credit for any work due the day the student is absent. This can include, but is not limited to, assignments, projects, quizzes and tests. On-going or multi day projects will receive a grade of no higher than a 75% if turned in on the first day of the student's return.**

**All absences must be verified by a telephone call to the school on the day of the absence by 9:00 a.m.**

**If telephone call is not received, attendance secretary will call to verify absence.**

Students who become ill at school must be checked out at the nurse's office. Students leaving school for any reason must be signed out in the office by the parent. **STUDENTS NOT SIGNED OUT WILL BE CONSIDERED TRUANT.**

Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent record.

**MAKE UP WORK** must be made up on the student's own initiative. When a student is absent for one day, they should pick up their work from each teacher upon returning to school. Parents

of students who are absent two or more days should request work for their student before 12 p.m. noon of the second day of absence and pick up the work that day after 2:30 p.m. Students will be allowed one day for each day missed, up to five days, to make up work. Once a student exceeds 7 absences per semester, he/she will not receive credit for any work that is due the day of the absence beyond the 7 days allowed, unless the student attends attendance recovery (after school or on Saturday) that semester to make up the missed time.

### **Appeal Process**

If a student misses more than 7 days, per semester of school due to extenuating circumstances such as hospitalization or under extended care from a physician, which would require documentation, the parent may appeal to an attendance committee. The attendance committee will consist of administration, counselor, and school nurse.

### **PRE-ARRANGED ABSENCES**

Any pre-arranged absence in excess of 3 days will require prior written approval by the principal. Pre-arranged absence forms can be obtained at the middle school office. Work is due the first day the student arrives back to school. These days do count towards the 7 days a student can miss per semester.

### **ATTENDANCE INCENTIVE**

We will have two (2) types of attendance incentives, a quarterly incentive and a semester incentive.

**Quarterly Incentive:** A special on campus activity will be planned.

The following criteria must be met:

1. No more than two (2) days absent per quarter, based on total number of daily attendance hours.
2. No more than two (2) absences in any one class.
3. No OSS for the Quarter.

**Semester Incentive:** A special off-campus field trip will be planned.

The following criteria must be met:

1. 100% attendance for semester.
2. No OSS for the Semester.

\*There are NO exceptions to the days missed. (This applies to both incentives.)

\*Late arrivals and/or leaving early will count toward your total minutes absent. (This applies to both incentives.)

### **SUMMER SCHOOL**

Students receiving three semester F's will be required to attend Summer School.

A grade of a "C-" or higher and 92% attendance will be required to pass the failing class(es).

Students missing more than 14 days of school each year will be required to attend Summer School if they have not made up the seat time in attendance recovery in the respective semester. Students are required to have 92% attendance and meet academic requirements in summer school to pass on to the next grade level.

Students who are one full year behind on their reading level will be highly recommended to attend Summer School for reading.

### **MIDDLE SCHOOL ACTIVITIES**

Our school is committed to the belief that participation in interscholastic athletics, both as a player and as a student spectator, is a privilege that carries with it responsibilities to the school, to the team, to the community and to the student himself. In the student's play and conduct, the student is representing all these groups. Such experiences should contribute to the knowledge, attitudes, and ideals that the student possesses, thereby making the student a better person and citizen.

Any student attending a sporting event is expected to be watching or participating in the event. Students wandering the hall or outside will be sent home. This includes High School events. Middle School students MUST be supervised by an adult at all High School events.

### **ACTIVITIES REQUIRING ELIGIBILITY STANDARDS:**

- Cross Country (7<sup>th</sup> & 8<sup>th</sup>)
- Basketball (7<sup>th</sup> & 8<sup>th</sup>)
- Track & Field (7<sup>th</sup> & 8<sup>th</sup>)
- Volleyball (7<sup>th</sup> & 8<sup>th</sup>)

### **ACADEMIC ACTIVITIES**

(with performances outside the school day that may require participation as part of the student's grade)

- Band (6<sup>th</sup> – 8<sup>th</sup>)
- Chorus (6<sup>th</sup> – 8<sup>th</sup>)

### **ACTIVITIES REQUIRING SPECIAL ELIGIBILITY**

- Knowledge Bowl (5<sup>th</sup> – 6<sup>th</sup>)
- Builders Club (7<sup>th</sup> – 8<sup>th</sup>)
- Student Council (5<sup>th</sup> – 8<sup>th</sup>)
- FBLA (7<sup>th</sup> – 8<sup>th</sup>)
- Science Olympiad (6<sup>th</sup> – 8<sup>th</sup>)
- Chess Club (5<sup>th</sup> – 8<sup>th</sup>)
- Robotics (5<sup>th</sup> - 8<sup>th</sup>)

### **MIDDLE SCHOOL SPORTS**

#### **Track & Cross Country**

There is a no "cut" policy for this sport. If a student is academically eligible, they may participate if they choose.

#### **Basketball & Volleyball**

The Coach and Assistant Coach will hold try-outs prior to the start of the season. At the end of the try-out session, the coaches will decide which students will make up the team.

(Students not chosen for the team can request an exit conference with one of the coaches to advise them of skills they need to fine tune.)

\*Student participation in middle school activities are required to meet eligibility requirements.

### **ATTENDANCE & GRADE REQUIREMENTS (regarding sports/activity participation)**

If a student is absent the entire day he/she may not attend any evening /after school activity or event sponsored by Crawford County R-II School District. The student will not be allowed to participate in practice, a game or activity on that day.

Students must be in attendance the entire day in order to attend/participate in any extra-curricular activities unless a doctor's note is provided and the student attends at least four class periods the day of the activity.

A 7<sup>th</sup> or 8<sup>th</sup> grade students must meet the following requirements in order to be academically eligible to participate in interscholastic activities: (213.0-c)

- a. Grading period: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).
- b. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- c. C. Entry into 7<sup>th</sup> or 9<sup>th</sup> Grade: This section shall not apply to students promoted for the first time into the 7<sup>th</sup> or into the 9<sup>th</sup> grade prior to the first day of classes.

If a student has **In-school** or **Out-of-school suspension**, the student **will not** be allowed to participate in any sport or activity on the evening of the day(s) suspension is served. The student **will not** be allowed to ride district transportation to attend a sporting event or activity on the evening of the day(s) suspension is served.

If the suspension (ISS or OSS) occurs on Friday, the student **will not** be allowed to participate in a practice, game or activity on Saturday or Sunday.

Students are required to use school transportation to and from activities and contests unless they are released to their parent or guardian after the activity or contest. Parent must sign the Crawford County R-II release form found in the Activity Handbook or it may be printed from [www.cuba.k12.mo.us](http://www.cuba.k12.mo.us), if they wish to release their child to another adult. All notes must be verified by the parent and approved by an administrator before the end of the school day. All athletic schedules are posted online at **<http://oneschoolstreet.com/index.php>**.

### ASSEMBLY CONDUCT

Student assemblies are held to provide information or for student entertainment. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include but not be limited to whistling, stomping, booing, uncalled for clapping, boisterousness or talking during a program. Students are expected to be respectful, responsible and reliable during assemblies. Students who do not cooperate are subject to exclusion from future assemblies.

### SCHOOL GROUNDS

It is the responsibility of all students to help keep the school grounds in good condition by staying off the grass and keeping paper and trash in the proper containers. Gentlemanly and ladylike conduct is expected on the school grounds.

Skateboarding, rollerblading, etc. is not allowed on school property. Skateboards, roller blades, roller shoes, etc. should not be brought school.

### CAFETERIA RULES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced lunch and breakfast programs are offered at reasonable prices. Students are encouraged to put money on their lunch accounts on Monday morning before 8:30 am. Money received after 8:30 a.m. will go on the next school day.

As students at CMS, they should follow the three 'R's' of the cafeteria. To be respectful students, they should wait in line and use "restaurant" voices. To be responsible, **students should have their ID cards ready**, they should clear the table, pick up after themselves and put away their tray. To be reliable, **they should have their ID card ready** and have money on their account.

The cafeteria management and fellow students will appreciate your cooperation and compliance with the following rules:

- ❖ **Have lunch card out and ready to scan as you enter the food line.**
- ❖ Students are responsible for the condition of their card. Damaged cards will be replaced at the expense of the student.
- ❖ Deposit all trash in wastebaskets.
- ❖ If a student does not have their lunch card, they will not be allowed to go through the lunch line until all students with their lunch cards have been served. A student who consistently does not have their card may receive a consequence.
- ❖ Return dishes and utensils to the dishwashing area.
- ❖ Leave your table and floor area in a clean condition.
- ❖ Remain in the cafeteria during lunch period.
- ❖ No food or drinks are to be taken from the cafeteria.
- ❖ Food is not to be ordered from commercial vendors for delivery to school during lunch. Parents/Guardians are the only outside individuals allowed to bring lunch for their child.
- ❖ **Students will use a conversational voice. When the cafeteria becomes too loud the lights will be turned off to signal that the students should stop talking for silent lunch.**

Payments to Lunch Accounts are to be made in the Middle School Office. Students are encouraged to pay weekly rather than daily, if possible.

Students may charge up to five (5) lunches in the cafeteria. The student is responsible for paying charges made as soon as possible. Students with lunch charges **will not** be allowed to purchase a second tray.

Free & Reduced Lunch forms are available at the office.

### **STUDENT ACADEMIC INTEGRITY POLICY**

Academic Integrity is defined as the conscious intent on the part of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions and products toward the achievement of personal or professional academic goals.

A violation against the Academic Code of Ethics is an act which could deceive, cheat or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

**PLAGIARISM** – Failure to use original, unique yet informed ideas, thoughts, works, images or products with the intent to represent the work of others as one's own. Can include, but is not limited to: a) Presenting as one's own, the works or opinions of someone else without proper acknowledgement; b) Having a parent or another person write an essay (including the purchase of works on-line) or do a project which is then submitted as one's own work; c) Copying and pasting large parts of text (more than seven words) into a paper or project without citing back to the original work; d) Failing to use proper documentation and bibliography.

**CHEATING** – The willful intent to use sources improperly for personal gain. Can include, but is not limited to: a) Obtaining test or quiz materials for an assessment without the instructor's knowledge; b) Inappropriate use of graphing calculators, cell phones, pda's and other computer or electronic devices; c) Sharing student work that should be individually/independently produced; d) Using cheat sheets during testing situations; e) Substituting another source such as Spark Notes or Cliff Notes, in place of completing an assignment; f) Discussing information about a quiz or test with students who have not completed the assessment; g) Obtaining answers from another student during a test with or without the student's knowledge; h) Obtaining or providing answers from any source during a quiz or test; i) Failing to follow teacher guidelines regarding collaboration on assignments or projects; j) Sabotaging the projects or experiments of other students.

**FORGERY/FALSIFYING DOCUMENTS** – Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility and privileges.

### **MEDIA CENTER**

The 5-8 Media Center is located in the fifth grade hall. It will be open daily from 7:45 a.m.- 4:00 p.m. for student research and library use. The library will not be open after school on early out days. CMS students are expected to be respectful, responsible and reliable in the Media Center. Students are encouraged to use the library both before and after school for research and reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time or after school. Students will also be able to work on

Study Island or find materials for check out without the approval of a teacher after hours as long as the librarian is present.

### **Media Center Rules & Regulations:**

- ❖ Students may check out books, magazines and vertical files for two weeks, at which time they will need to be renewed.
- ❖ Students may check out audiovisual materials needed for research for one week.
- ❖ Students are responsible for any materials they have checked out.
- ❖ A fine will be placed in the catalog after four weeks of checkouts and students will be asked to do one of the following:
  1. Return the book/material
  2. Pay for the replacement of the book
  3. Students are responsible for any materials they have checked out
  4. Principal's and the Librarian reserve the right to negotiate any fines imposed.

### **BOOK AND LOCKER FEES**

A fee will be charged for damaged and/or lost books. Students with lost books will be charged the replacement cost of the textbook. Students with a lost lock will be charged a \$5.00 replacement fee. All charges must be paid to receive the next year's schedule.

A locker will be assigned to each student for storing books and supplies. **Items such as purses, wallets, calculators, or items that have personal value to the student should NOT be stored in lockers.**

Locker assignments will be made at the beginning of school. **DO NOT** place a lock on a locker not assigned to you. **Only school locks will be allowed on school lockers (exceptions must be approved by the principal).**

Lockers are the property of Crawford County R-II Schools, which retain ownership and control. Lockers are subject to search at **any time**, with or without student consent and with or without a warrant. Students are not to place any materials, signs, or stickers on the outside of the lockers. Locker doors are to be kept shut and locked.

Lockers and textbooks are the property of the school district and are provided to students as a part of their education. The student assumes responsibility for the normal care of the property.

### **SEARCH AND SEIZURE**

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.

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 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.

### **WILDCAT STUDENT CODE OF CONDUCT**

Appropriate language is expected at all times. Common courtesies should be practiced on all occasions. Proper respect should be shown toward the school staff at all times.

Misbehavior in school detracts from everyone's educational opportunities. An unacceptable act usually becomes a detriment to students other than the one who was guilty of the act. If a student's action is repeatedly detrimental to the school, teacher, or other students, he/she will be removed from the school until the behavior is modified. Misbehavior or not following the three R's in school detracts from everyone's educational opportunities.

All employees of the school district have authority to control incidents concerning student's actions at the following locations:

- All bus stops
- Any place students represent the Crawford County R-II School District
- In school, on or around school grounds
- Any place where a student's actions are directed at a staff member due to his/her relationship with school

Attendance and participation in school sponsored extra-curricular events such as athletic contests, musical concerts, dances, field trips or other events is considered a privilege not a right of the student. If a student's behavior is deemed inappropriate, these privileges will be revoked. In the event that these activities take place during the school day, an alternative place for the student will be provided.

### **POSITIVE BEHAVIOR SUPPORTS**

Cuba Middle School will continue implementing the Positive Behavior Supports for the current school year. PBS is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. We have adopted three school-wide behavior expectations. The 3 R's are displayed throughout the building and are mentioned daily so that all students are clearly aware of what they are.

**"Be Respectful, Be Responsible and Be Reliable" -"The 3 R's."**

## **SCHOOLWIDE RULES**

1. Students will follow all directions given to them by school personnel.
2. Students will show respect for themselves, other students, school personnel and property.
3. Students may not bring toys, games, baseball cards, radios, animals or such other objects to school without specific approval from the teacher and principal.
4. Students are not permitted to chew gum during the school day.
5. Objects hazardous to the health and welfare of students may not be brought to school.
6. Students are not permitted to leave the school grounds by themselves at any time during the school day.
7. Students are expected to stay in the area of their lockers and classes during the time between classes.
8. Students are expected to use their designated restrooms during instructional hours.

## **STUDENT DRESS**

Student dress and personal appearance should not disrupt or distract from the instructional procedures of the school. Clothing should promote the health and welfare of the individual.

Three factors govern student dress:

- Modesty
- Cleanliness
- Safety

The following guidelines relate to dress and personal appearance for both male and female students:

Shirts, pants, and shorts should cover all undergarments. If undergarments are visible, the clothing is not acceptable for the school setting.

Shorts and shirts should be sufficient length to not create a distraction to students and teachers.

Sports jerseys and other shirts with large arm holes must have a T-shirt worn underneath them.

Shirts or other attire imprinted with suggestive comments, profane comments, or alcohol and other drug advertisements are not permitted.

Caps, hats, bandanas, sun visors, and sunglasses are not to be worn in school.

Tank tops, spaghetti strap shirts, strapless garments, and shirts with cut-off sleeves are not acceptable.

Halter and crop tops are not acceptable. Shirts must cover student's midriff when standing naturally (arms at sides) and back areas at all times.

Chains are not allowed.

Any item of clothing, hair color, or any form of jewelry (including facial), etc. that distracts from the educational process will not be allowed.

**Classroom teachers and/or administration have the final say on what is considered appropriate/ inappropriate attire for school.**

### **AFTER SCHOOL DETENTION**

The After School Detention (ASD) program is designed to deter specific behavior problems. When an after school detention is assigned a slip will be sent home with the student to notify the parent/guardian as to the date and time of the detention. The detention slip should be signed by the parent/guardian and returned the next school day. The assigning teacher will also contact the parent via phone or email. After School Detentions are held on Tuesdays and Thursdays from 3:00 to 4:00 p.m.

#### **Detention Rules:**

1. Transportation is the responsibility of the student and his/her parents.
2. Students will work on school assignments or assist with public service tasks. Sleeping, letter writing, talking or refusal to work on school assignments may result in additional consequences.
3. Food, beverages and electronic devices, etc. will not be allowed.
4. Students who do not comply with the rules, including failure to serve an ASD, will be assigned an In-School Suspension.
5. Failure to attend an After School Detention will result in In School Suspension. For each after school detention skipped the consequence of In School Suspension will increase up to 3 days of ISS. Upon the 4<sup>th</sup> skipped detention and thereafter the student will receive one day of Out of School Suspension for each after school detention skipped.
6. ASD's **will not** be rescheduled unless a student is absent from school or pre-arranged by administration before the ASD is scheduled to be served.

### **IN-SCHOOL SUSPENSION**

(Referred to as ISS)

This is used as an alternative for some of the offenses found in the Student Discipline Code. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades, however any work not completed in ISS will receive zero credit. The student receives credit only for time he/she spends in the ISS room. Credit is not granted for absences, doctor appointments, being tardy to school, etc.

Once a student has been assigned to ISS for three/four times during one semester, the administrator will use an alternative form of punishment.

Procedure:

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline Code. This assignment begins on the next available date that space is available in the ISS room.
2. The student will report to the front office and bring paper, all his/her books and pencils. The student will **NOT** be tardy.
3. The student will be assigned a work cubical. The supervisor will read the rules and guidelines of ISS to the student each day.
4. The supervisor will provide the student with their assignments one at a time. As the student completes the assignment, the student will raise his/her hand and the supervisor will collect the work. Assignments are

provided by each of the student's teachers. The assignment may be longer than the normal classroom work to help occupy the time of the student during ISS.

5. Any work not completed by a student in ISS will result in loss of credit.
6. The work is returned to the teacher for grading.
7. The ISS environment is quiet, no talking, no passing of notes, and the student is expected to remain in his/her seat. The student is expected to remain on task during the time he/she is in ISS.
8. The ISS Supervisor may assign additional work as needed to keep the student busy during the time he/she is in ISS.
9. Students may return to class after an assigned suspension is served.
  - \*If students do not comply with the ISS rules, the student may receive additional time in ISS or OSS, if warranted.
  - \*If a student is in ISS and received OSS as a result of misbehavior, the student will serve out the rest of the ISS time as OSS.

### **OUT-OF-SCHOOL SUSPENSION**

(Referred to as OSS)

Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation. Suspension from school will result when a student's actions endanger other students, or when a student fails to respond to other disciplinary actions. Students suspended from school will not receive credit for missed assignments or tests. Students will not be allowed to attend extra-curricular activities during the suspension period. Students suspended from school are encouraged to complete assignments in order to stay caught up with their classes; however, they will not receive credit for work completed.

### **SATURDAY SCHOOL/AFTER SCHOOL ATTENDANCE RECOVERY**

Saturday School and after school hours are used for attendance recovery. Students will be given the opportunity to make up time when they exceed the number of days allowed per semester as stated in the attendance policy. Attendance at Saturday school or after school attendance recovery will allow the students the opportunity to make up time and work so that they may not have to attend Summer school. This does not change the zero credit on assignments when a student exceeds the 7 days per semester.

### **Discipline Policy – Student Code of Conduct-Regulation 2610**

The discipline code set out in this regulation is intended to be illustrative but an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and excluding expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District's corporal punishment policy are available for public inspection during normal business hours in the Superintendent's office.

**\* Alcohol**

Possession of or presence under the influence of alcohol regardless of whether the student is on the school playground, parking lots, school buses and at school activities on or off the property.

First Offense: 1 -180 days out-of-school suspension, notification of law enforcement officials, documentation in student's discipline record. Counseling will be required for the student to return to school.

Subsequent Offenses: 1-180 day out-of school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline file.

Sale or purchase or distribution of alcohol

First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long-term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline file.

**Arson**

Intentionally causing or attempting to cause a fire or explosion.

First Offense: 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.

Subsequent Offenses: 1-10 days in-school suspension, 1-180 days out-of-school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.

**Assault**

Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.

First Offense: 1-10 days in-school suspension, or 1 – 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

Subsequent Offenses: 1-10 days in-school suspension or 1 – 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

**Bullying**

Intentional intimidation or infliction of physical, emotional, or mental harm [see policy 2655].

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students towards District personnel or students on school grounds, or

school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including: telephone, writing or via electronic communications, intention to intimidate or inflict physical, emotional or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

First Offense: Principal/Student conference, parents contacted, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.

Subsequent Offenses: Principal/Student conference, parents contacted, 1-10 day in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.

### **Fighting**

Physically striking another in a mutual contact as differentiated from an assault. Authorities may be notified with each fighting offense.

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

Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of school suspension.  
(Authorities may be notified with each fighting offense.)

### **Disrespectful Speech or Conduct/ Defiance of Authority/Insubordination**

Disrespectful verbal, written, or symbolic language or gesture or any behavior which is inappropriate to public settings directed at staff members. Refusal to obey directions or defiance of staff authority is considered disrespect.

First Offense: Principal/student conference and 1-5 days in-school suspension, 1-2 Saturday School or 1-10 days out-of-school suspension.

Subsequent Offenses: Principal/student conference and 1-10 days in-school suspension, 1-3 Saturday School or 1-180 days out-of-school suspension.

### **Disruptive Speech or Conduct/Classroom Misbehavior/Inappropriate Behavior**

Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school function.

First Offense: Principal/Student conference and 1-3 days in-school suspension, 1-2 Saturday School, or 1-10 days out-of-school suspension.

Subsequent Offenses: Principal/Student conference and 3 – 10 days in-school suspension, 1-3 Saturday School, or 1-180 days out-of-school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.

**\* Drug/Controlled Substance**

Possession of or attendance (presence) under the influence of controlled substance, unauthorized narcotic substance, counterfeit or drug related paraphernalia or substance represented thereof, on the school playground, school parking lots, school buses and at school activities whether on or off the property.

First Offense: 1-180 days out-of school suspension, notification of law enforcement officials, and documentation in student's discipline record. Counseling will be required for the student to return to school.

Subsequent Offenses: 1-180 day out-of-school suspension and recommendation to Superintendent for long term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale, purchase or distribution of any controlled substance, unauthorized narcotic substance, counterfeit or drug related paraphernalia or substance represented thereof, on the school playground, school parking lots, school buses and at school activities whether on or off the property.

First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.

Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.

**Prescription Medication**

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus. Parents should bring prescription medication to the school nurse for distribution to student.

First Offense: 1-10 days in-school suspension, 1-180 days out-of school suspension, notification of law enforcement officials, and documentation in student's discipline record. Counseling may be required for the student to return to school.

Subsequent Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in

student's discipline record.

Sale, purchase or distribution of any prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 day out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.

Subsequent Offense: 1-180 day out-of-school suspension with recommendation to superintendent for long term suspension or expulsion.

### **Extortion**

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

First Offense: Principal/Student conference and 1-5 day in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: 1-10 days in-school suspension, 1 – 180 days out-of-school suspension, with possible referral to superintendent for long term suspension or expulsion, and possible documentation in student's discipline record.

### **Firearms and Weapons**

Weapons (see Regulation 2620) & (Board Policy 2673) Possession of a firearm or weapon defined in 18 U.S.C.921 of 571.01RsMo., 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: Referral to superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials and documentation in student discipline record.

### **Harassment (Includes Sexual Harassment)**

Use of material of sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/student conference, parent contacted and 1-5 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.

Subsequent Offenses: Principal/student conference, parent contacted and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.

### **Improper Display of Affection**

Physical contact that is inappropriate for the school setting. Students are permitted to hold hands. All other physical contact is not acceptable.



First Offense: Principal/Student conference, parents are contacted and 1-3 days in-school-suspension, or 1-10 days out-of-school suspension.

Subsequent Offenses: Principal/Student conference, parents contacted and 1-10 days in-school suspension or 1-180 days out-of school suspension.

### **Improper Language**

#### **Threatening Language**

Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Principal/Student conference and 1-3 days in-school suspension, or 1-10 days out-of school suspension.

Subsequent Offenses: 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Possible documentation in student's discipline record.

#### **Use of Obscene, Vulgar, or Profane Language**

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

First Offense: Principal/Student conference and 1-3 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension.

#### **Disruptive or Demeaning Language or Conduct/Disparaging Damaging Language**

Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/Student conference and 1-3 day in-school suspension, 1-2 Saturday School, 1-10 days out-of-school suspension.

Subsequent Offenses: 1-10 days in-school suspension, 1-3 Saturday School, 1-180 days out-of-school suspension.

#### **Inappropriate Sexual Conduct**

Physical touching of another student in the area of the breasts, buttocks, or genitals.

First Offense: Principal/Student conference, parents contacted and 1-10 days in-school suspension, 1 – 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and documentation in student's discipline record.

Subsequent Offenses: Principal/Student conference, parents contacted and 1-180 days out-of-school suspension with recommendation to the superintendent for long-

term suspension or expulsion, and documentation in student's discipline record.

**Indecent Exposure – includes display of breasts, buttocks and genitals in a public location.**

First Offense: 1-180 days out-of school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.

Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion.

**Theft**

Nonconsensual taking or attempt to take the property of another.

First Offense: Return of or restitution for property, Principal/Student conference and 1-3 days in-school suspension or 1-10 days out of school suspension.

Subsequent Offenses: Return of or restitution for property, 1-5 days in-school suspension or 1-180 days out of school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Authorities will be notified.

**Tobacco**

Possession or use of tobacco or tobacco products on school grounds, bus, or any school activity on or off campus.

First Offense: Confiscation, Principal/Parent/Student conference and 1-5 days in-school suspension, or 1-5 days out-of-school suspension.

Subsequent Offenses: Confiscation, Principal/Parent/Student conference and 1-10 days in-school suspension, or 1-10 days out-of-school suspension, notification of authorities.

**Truancy**

Absent or tardy from class, classes or school without authorization.

First Offense: Principal/Student conference and 1- 3 days in-school suspension or 1-2 Saturday School.

Subsequent Offenses: 1-10 days in-school suspension or 1-10 days out-of-school suspension.

**Vandalism**

Intentional damage or attempt to damage property belonging to the staff, students or the District.

First Offense: Principal/Student conference, parent notified and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Restitution if appropriate.

Subsequent Offenses: Principal/Parent/Student conference, parent notified, and 1-10 days in-

school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Restitution if appropriate. Authorities notified.

### **False Alarms**

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

First Offense: Principal/Student conference and 1-10 days in-school suspension, or 1 – 180 days out-of-school suspension with possible referral to superintendent for long term suspension.

Subsequent Offenses: Principal/Student conference and 1-10 days in-school suspension, or 1-180 days out-of-school suspension with referral to superintendent for long term suspension or expulsion.

### **Gangs**

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

First Offense: Principal/Student conference and 1-10 days in-school suspension or 1 –10 days out-of-school suspension.

Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.

### **Violation against Public Decency and Good Order**

First Offense: Principal/student conference and 1-5 day in-school suspension, 1-10 days out-of school suspension.

Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.

### **Electronic Devices (prohibited items)**

Electronic devices, which include, but are not limited to: cell phones, iPods, MP3's, and headphones may not be used during the school day (7:45 a.m. – 2:55 p.m.) without prior approval from an administrator. Devices are to be turned off during the school day to minimize classroom disruptions. Laser pens are prohibited at school and on the bus. Laser pens will have the same consequence as electronic devices. \*Cell phones and tablets may be used as a classroom tool when given permission by the teacher, with direct supervision, and with the understanding that students must follow the district technology policy found in Board Policy 2656 and Regulation 2610.

First Offense: Confiscation of electronic device, Principal/Student conference, warning, student pick up at end of day.

Subsequent Offenses: Confiscation of electronic device, 1-5 days in-school suspension, parent will be required to pick up device from the office.

### **Sexual Misconduct**

The offenses of child molestation in the 1<sup>st</sup> degree, deviant sexual assault, sexual misconduct involving a child, and sexual assault will result in the automatic expulsion from school. This school policy is in effect for school playgrounds, parking lots, school buses and at school activities, whether on or off school property.

First Offense: 1-180 days out-of-school suspension with referral to superintendent for long-term suspension or expulsion.

### **Bus Misconduct**

Any offense committed by a student on a district-owned or contracted bus shall be punished in the manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

First Offense: Verbal warning, assigned seat, 1-3 days in-school suspension, or 1-5 days suspension from bus transportation.

Subsequent Offenses: Assigned seat, 1-5 days in-school suspension or 1-10 days suspension from bus transportation or permanent bus suspension.

### **Classroom Tardies**

A tardy will be documented by the teacher when a student arrives late to class/Pride time without permission. This policy is designed for use each nine (9) week grading period.

- ❖ Tardiness is a classroom management problem and will be initially handled by the teacher.
- ❖ A student must be in the class before the bell rings or he/she will be considered tardy. This includes students arriving late to school.
- ❖ If another teacher detaining a student causes the tardiness, the student should obtain a pass from the teacher who detained him/her **before** going to the next class.
- ❖ Students caught abusing the tardy policy will be dealt with by the administration.

1-2 tardies – warning by teacher

3 tardies – phone call to parent and ASD assigned

4 tardies – one day ISS

5 tardies – two days ISS

6 tardies – three days ISS

7 tardies – one day of OSS for each additional tardy

First Offense: Warning from the teacher.

Subsequent Offenses: Warning, parent contacted, detention, 1-3 days in-school suspension, or 1 day out-of-school suspension.

### **Late to School**

Students who arrive late to school (after 8:05 a.m.) must check in at the office. Late arrivals will be recorded by the office with an "L" in SIS (Student Information System). This policy is designed for use each nine (9) week grading period. The following consequences will apply for being late to school:

- 3 late – phone call to parent and ASD assigned
- 4 late – one day ISS
- 5 late– two days ISS
- 6 late – three days ISS
- 7 late – one day of OSS for each additional tardy

**Dishonesty**

Signing parents or other names to notes; academic dishonesty/plagiarism/cheating; or failure to tell the truth. Whether you give or receive information during an examination or on assignments, the offense is the same. Students will receive a grade of “0” for academic dishonesty/plagiarism/cheating for the assignment and also the following consequences.

First Offense: Principal/Student conference, detention, 1-3 days in-school suspension or 1-2 Saturday School.

Subsequent Offenses: Detention, 1-3 Saturday School, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

**Dress Code**

Clothing or accessory items which may disrupt the educational environment; i.e. items which depict alcohol, tobacco, illegal substance, offensive and/or obscene pictures or words.

First Offense: Principal/Student conference and student will change to proper attire.

Subsequent Offenses: 1-10 days in-school suspension, 1-2 Saturday School or 1-10 days OSS

**Hazing**

Any activity 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 purpose of initiation, admission, membership or maintenance in any group, class organization, club or athletic team including, but not limited a grade level, student organization or school sponsored activity.

First Offense: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion.

Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long-term suspension or expulsion.

**Technology Misconduct**

Notice: There is NO exception of privacy in the use of the district computers or other technology.

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the

ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device; gaining access to sites that are prohibited by District's firewall (such as pornographic sites). Each student must have a signed Computer Acceptable Use Policy on file each school year.

First Offense: Restitution if appropriate. Principal/student conference, loss of internet user privileges for up to two (2) weeks and detention, 1-5 days in-school suspension or 1-10 days out-of-school suspension

Subsequent Offenses: Restitution if appropriate. Principal/student conference, loss of internet user privileges for up to remainder of the school year and detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

# Cuba



# Wildcats

**PARENTAL REVIEW OF STUDENT ASSIGNMENT/HANDBOOK**  
**2016/2017**

Dear Cuba Middle School Parent/Guardian,

We ask that you review the Cuba Middle School Student Assignment and Handbook, the general information, and School Board policies of the Crawford County R-II School District with your student. Please, fill out the form below along with the appropriate signatures and have your student return it to their first hour teacher. We appreciate your cooperation in the matter.

**Parents & Students: It is important that you read and understand the attendance policy on page 14/15. Any student who exceeds the 7 day allowance per semester will be required to attend Saturday school or after school recovery and he/she will not receive credit for absent work. There are no excused or unexcused absences.** \_\_\_\_\_ **Please initial**

My son/daughter,

\_\_\_\_\_  
(Please Print Student's First & Last Name)

And I have reviewed and understand the Cuba Middle School Assignment and Handbook, the general information and the School Board policies of the Crawford County R-II School District for the 2016-2017 school year.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**Movie Viewing Permission Form**

Throughout the school year movies rated G & PG may be shown as part of the curriculum or used as a reward. By signing below you give your child, \_\_\_\_\_ permission to view movies with a G & PG rating at school. Individual permission slips will no longer be sent home with students when viewing a movie. Your signature will serve as permission for the entire school year. Please check the line below if you do not want your child watching G & PG rated movies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ I do not give my child permission to watch G & PG rated movies.

**Internet Acceptable Use Policy**  
**2016-2017**

The purpose of this policy is to clarify the District’s position as to the acceptable use of its technology investment; ensure that all users understand the conditions for its use and ramifications of misuse; protect the privacy of students, staff, and other users.

Computers are used to support learning and to enhance instruction. Computer networks allow students to interact with many computers. The Internet allows students to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner.

Failure to adhere to the policy and the guidelines below will result in the revocation of the users access privileges by the network administrator:

1. Violating the conditions of the Education Code dealing with rights to privacy.
2. Using profanity, obscenity, or other language which may be offensive to another user. Spoofing or otherwise attempting to send anonymous messages of any kind.
3. Copying commercial software in violation of copyright law.
4. Using the network for financial gain, for commercial activity or for any illegal activity, or to access a file that contains pornographic materials.
5. Using media from outside of class.
6. Using copyrighted material in reports without permission.
7. Using the network to send/receive messages that are racist, demeaning to any group, sexist and/or contains obscenities.
8. Using the network to send/receive inflammatory messages.
9. Deliberately interfering with the network.
10. Using the network to provide addresses or other personal information that others may use inappropriately.

I assume all liability for damages and repair due to my abuse or neglect, whether on purpose or accidental, of the equipment in the lab and will relinquish all rights to the computers.

I have read the Internet Acceptable Use Policy and agree to adhere to all of the conditions established in order to have access to the Internet.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I recognize it is impossible for Cuba Public Schools to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the Internet. I agree to take responsibility for my child’s actions while using the Internet if they fail to adhere to the above guidelines.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Photo/Media Release**

I give permission for any pictures of my child, taken during a school sponsored activity, to be used on the Crawford County R-II Facebook page, classroom websites or for newspaper publications.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_