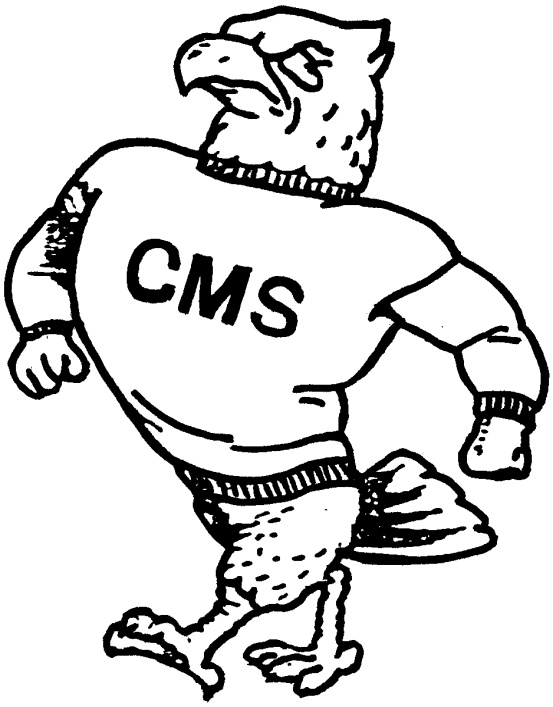
CLARK MIDDLE SCHOOL

Home of the Falcons



2026-2027

STUDENT/PARENT HANDBOOK

704 Lucky St.
Fayette, MO 65248
Phone: 660-248-3800 Fax: 660-248-2610

www.fayettek12.mo.us

Mission

Clark Middle School provides a safe, nurturing school in which students become independent thinkers, take initiative, and are prepared for a rigorous high school curriculum.

Fayette R-III 2026-2027 School Calendar

FAYETTE R-III | 2026-2027 Calendar

17-18 New Teacher Orientation
19-21 Staff PD/Work Days
25 1st Day of School

4 days (1,744 min)

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Labor Day
14 **School in session**
18 1st Qtr. Midterm
Early Out (Homecoming)
21 Staff PD Day

18.5 days (8,104 min)

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5 Staff PD Day
16 **End 1st Quarter**
19 **School in session**
22 Early Out 12:30
P/T Conference 1:30-7:00
23 No School

17.5 days (7,688 min)

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 Staff PD Day
11 Veterans Day Assembly
20 2nd Qtr. Midterm
23 **School in session**
25-29 **Thanksgiving Break**
30 **School in session**
15 days (6,540 min)

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

07 Staff PD Day
14 **School in session**
18 **End 2nd Quarter**
19 Begin Winter Break

13 days (5,668 min)

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Weather Makeup Day 1-4.5 are built into the calendar.
Additional Possible Makeup Days:
1-4, 2-1. 3-1, 3-15
AMI Days (Virtual instruction) may also be used during inclement weather.
Graduation: May 23
Senior Last Day: May 19
Early Out Time is 12:30
Board Approved 2-18-26

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Teacher Work Day
5 School Resumes
18 M.L.K. Jr. Day

16 days (6,976 min)

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3 3rd Qtr. Midterm
8 Staff PD Day
15 Presidents' Day
22 **School in session**
25 Early out 12:30 –
P/T Conference 1:30-7:00
26 No School

15.5 days (6,796 min)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 **End 3rd Quarter**
8 Staff PD
22 **School in session**
26-29 Spring Break

18 days (7,848min)

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9 4th Qtr. Midterm
12 Staff PD Day

18 days (7,.848 min)

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Staff PD Day
17 **School in session**
21 **Last Day of School-**
Early Release- 12:30
End 4th Quarter
31 Memorial Day

12.5 days (5,488 min)

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Summer School
May 25-June 18

Clark Middle School

704 Lucky St.
Fayette, MO 65248
Phone: 660-248-3800
Fax: 660-248-2610

Brock Hill, Principal **Cassidy Spaeder, Counselor**

Welcome to Clark Middle School!

I would personally like to welcome all students and visitors to Clark Middle School! As your building principal, I am committed to fostering a learning environment centered around our students to provide a challenging and supportive atmosphere. I am looking forward to this year here at CMS!

We offer a variety of programs, policies, and practices tailored to maximize the learning potential of every student. Clark Middle School encompasses sixth, seventh, and eighth grade in an environment united to developing the whole student using student-centered approaches. All students will be challenged to develop their unique talents in a nurturing atmosphere of high academic and behavior expectations.

As independent, collaborative, life-long learners, all CMS students will be able to think critically, solve problems, communicate effectively, cooperate with others, make wise decisions, and experience personal fulfillment. To ensure each student at Clark Middle School reaches their fullest potential, we must collectively forge a strong partnership between home, school, and community. This partnership must also promote the intellectual, emotional, and physical development of each student. By working together, our students will be successful in reaching the expectations set for them and the goals they set for themselves!

Mr. Brock Hill

Clark Middle School Principal

Clark Middle School Faculty and Staff
2025-2026

Core Academics

Ryan Atkins - Algebra I
Stephanie Bassman - ELA/SS
Mariah Kirskey - ELA
Clayton Long - Math/Science
Joe Morris - Social Studies
Vicki Nave - Math
Jodi Gerlt - Science
Andy Oeth - NTLC

Fine Arts

Elizabeth Betts - Band/Music Appreciation
Clayton DeWitt- Band/Choir
Kailey Franklin - Art
Vanessa Miner - Music

Student Services

Wayne Duren - ELA/Math
Abigail Jastal - ELA/Math
- Paraprofessional

Specialists

Erica DeWolfe - Focus Room
Chris Bryan - STEM
Kenny Grubb - Weight Lifting (8th grade)
Jonathan Grubb - P.E.
Kailey Franklin - CLB/Technology
Clayton Long - Personal Finance
Mallory Greiwe - Agriculture
Garth Menees - Athletic Director/ISS
Holly Rhode - F.A.C.S.
Margret Severini - P.E./Health/Wellness
Elisha Stroupe - Media Specialist
Brandon Friebe - P.E.

Food Service Support

Paula Volkman - Director
Colleen Wies - Head Cook
Tamila Beeler
Dale Davis
Vickie Gassman
Marilyn Vroman

Custodial Support

Blakemore Cleaning Service

Fayette R-III School Board of Education

Mr. Wes Friebe	President
Mrs. Shauna Young	Vice President
Mr. Max Hilderbrand	Member
Mr. Tim Jackman	Member
Ms. Lisa Shrum	Member
Mr. Aaron Bentley	Member
Mr. Aaron Cunningham	Member
Mrs. Jessica Dodson	Secretary to the Board

Fayette R-III School Administration

Mr. Brent Doolin	Superintendent
Mrs. Cheri Huster	Curriculum Director
Mrs. Abby Arnette	Director of Student Services
Mr. Rex Beltz	High School Principal
Mr. Brock Hill	Middle School Principal
Mrs. Christina Argent	Elementary Principal
Mr. Garth Menees	Athletic/Activities Director
Mr. Gary Beeler	Director of Transportation

Fayette R-III School District Vision

Our vision is to ensure all students are given the necessary means to be prepared for and successful in their next academic challenge.

Fayette R-III School District Mission

Our mission is to educate all students to be ethical, successful citizens.

Clark Middle School Mission

Clark Middle School provides a safe, nurturing school community in which students become independent thinkers, take initiative, and are prepared for a rigorous high school curriculum.

Purpose

This handbook serves to make the students, staff, families, and community aware of the policies and procedures for Clark Middle School. By signing the student handbook contract, both parents/guardians and students acknowledge they have been provided with the handbook information. This handbook is located on the CMS website and may be accessed at any time.

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CMS School Hours

School Hours: 7:50am - 3:30pm
Office Hours: 7:30am - 4:00pm

Early Release School Hours: 7:30am-12:30pm
Early Release Office Hours: 7:30am-1:00pm

Late Start School Hours: 9:50am - 3:30pm
Late Start Office Hours: 9:30am - 4:00pm

For announcements about late start/school cancellations, please refer to the following outlets of information: KOMU, KMIZ, Radio, and/or Falcon Alerts.

Falcon Alerts

The Fayette R-III School District encourages parents to sign up for Falcon Alerts (text alert system) for important information about our district. To register your cell phone, please go to www.fayette.k12.mo.us and scroll down to the right-hand side of the page. Find the "sign up for text alerts" icon located under Quick Links. Click and enroll for emergency information, school closings, late starts, and school event reminders. Falcon Alerts is a free service sponsored by Commercial Trust Co.

Hours of Supervision

Students coming to school before 7:30am are not supervised by school personnel. As students arrive after 7:30am, they must come into the building and go directly to the annex. If they are eating breakfast, they are to sit in the cafeteria. School is dismissed at 3:30pm; students must leave the school grounds and go directly home or to their designated locations. Students are not supervised after 3:30pm.

Daily Schedule

Doors open at 7:30am

Breakfast served from 7:30am - 7:45am

Students who do not eat breakfast should still report to the annex - Students do not go to their lockers.

Daily Schedule	Early Release Schedule	AMI Schedule for Zoom/Google Meet Sessions
1st Period 7:50 - 8:45	**1st Period** 7:50 - 8:24	**1st Period** 8:00 - 8:45
2nd Period 8:49 - 9:43	**2nd Period** 8:27 - 9:00	**2nd Period** 9:00 - 9:45
3rd Period 9:46 - 10:41	**3rd Period** 9:03 - 9:36	**3nd Period** 10:00-10:45
4th Period 10:44 - 12:03 **6th grade lunch -10:44-11:08** **Class - 11:08-12:03** **8th grade lunch - 11:14-11:38** **Class - 10:44-11:11 & 11:38-12:03** **7th grade lunch 11:39-12:03** **Class - 10:44 - 11:37**	**4th Period** 9:39 - 10:12	**4th Period** 11:00-11:45
5th Period 12:06 - 1:01	**5th Period** 10:15 - 10:48	**5th Period** 12:15 - 1:00
6th Period 1:04 - 1:59	**6th Period** 10:51 - 11:24	**6th Period** 1:15 - 2:00
7th Period 2:02 - 2:57	**7th Period** 11:27 - 12:00	**7th Period** 2:15 - 3:00
Falcon Time 3:00 - 3:30	**8th Period & Lunch** 12:03 - 12:30	

The Daily Schedule is subject to change per school district adjustments for health and safety.

CMS Early Release Schedule

1st Hour - 7:50am - 8:24am
2nd Hour - 8:27am - 9:00am
3rd Hour - 9:03am - 9:36am
4th Hour - 9:39am - 10:12am
5th Hour - 10:15am - 10:48am
6th Hour - 10:51am - 11:24am
7th Hour - 11:27am - 12:00pm
8th Hour - 12:03pm - 12:30pm

ALL CMS students eating school lunch will grab their sack lunch from the cafeteria and belongings before heading to 8th period to eat and be dismissed. Students who brought their lunch will grab that and their belongings from their lockers and head to 8th period to eat and be dismissed.

Late Start Procedure

On inclement weather days, the Fayette R-III School District may enact a late start to ensure students can arrive safely to school. On late start days, buses will run 2 hours behind normal pick-up times. Students who arrive by car or walk may not enter the building until 9:30am. The doors for buses will open at 9:30am, and classroom learning will begin at 9:50am. The school day will end at 3:30pm. Students are not supervised before 9:30am or after 3:30pm. **Breakfast will not be served on late start days.**

ACADEMICS

All students are enrolled in Math, Science, Social Studies, and English Language Arts (ELA). Students are also required to take at least one semester of Physical Education (P.E.). In addition to the four core periods of required subjects, and P.E./Health, each student is required to take two periods of electives.

Grade Reporting

CMS uses a quarterly grade reporting system. There are a total of four quarters in our school year, broken down into two semesters. Semester grades are cumulative. Evaluation of student progress is vital to learning, and it is the teacher's responsibility to make periodic evaluations of student progress and report to the student and their parent(s). Two types of evaluations are formally sent home for each student: progress reports and quarter grades. Progress reports are sent at mid-quarter, and grade cards are received at the end of each quarter or every nine weeks. Email notification will be sent when quarter grades are ready to be viewed. **Parents and students have access to current grades at any time on the Parent Portal.** Please contact CMS Main Office for information on access to TeacherEase.

*Progress and report cards will be posted in the the following manner:

Progress 1 - grades due by 7:30am on Sept. 12
Quarter 1 - grades due by 7:30am on Oct. 10
Progress 2 - grades due by 7:30am on Nov. 14
Quarter 2 & Semester 1 - grades due by 12:30pm on Dec. 19

Progress 3 - grades due by 7:30am on Feb. 4
Quarter 3 - grades due by 7:30am on March 6
Progress 4 - grades due by 7:30am on April 10
Quarter 4 & Semester 2 - grades due by 4:00pm on May 15

Grading System

The following marking system and percentages are used at Clark Middle School:

Percentage	Letter Grade	Honor Points	Definition
95-100	A	4.00	Outstanding
90-94	A-	3.67	
87-89	B+	3.33	Above Average
83-86	B	3.00	
80-82	B-	2.67	
77-79	C+	2.33	Satisfactory Progress
73-76	C	2.00	
70-72	C-	1.67	
67-69	D+	1.33	Unsatisfactory Progress
63-66	D	1.00	
60-62	D-	0.67	
Below 60	F	0.00	Failing

Honor Roll and Academic Awards

The CMS Honor Roll will be calculated at the end of each semester to recognize CMS students with exceptional academic focus. CMS Honor Roll Criteria: 3.45 GPA and above for semester.

At the end of the year, one or two students per grade level will be recognized for outstanding academic achievement in the following departmental areas:

English Language Arts (ELA)
Mathematics
Science
Social Studies
Physical Education/Health/Wellness
STEM
Art
Band
Choir
Family & Consumer Science (FACS)
Current Events
Ag Science
Career-Based Learning (CBL)

Selection will be made by the faculty members in the different departments and will be based on the following criteria:

a. Superior academic performance on a daily basis.
b. Outstanding grade percentage for the course.
c. Excellence on a major class project or outstanding class performance.
d. Exceptional achievement while participating in a voluntary project or contest outside the classroom.
e. Personal best.

Each teacher will have an opportunity during the year to select student(s) for this award. Each student selected will receive a certificate of achievement.

Each month, two (2) students from each grade level will be recognized as the CMS Student of the Month. Students can earn this recognition by having 90% attendance or better, zero major office referrals and no more than 2 minor referrals, as well as zero missing assignments each month. Students meeting these requirements will be entered into a randomized drawing where they will receive a certificate for their accomplishment, as well as a surprise from CMS administration to celebrate their achievements.

Statewide Assessments

The Fayette R-III School District's policy on student participation in statewide assessments is made available in the district's office for public viewing. CMS students participate in MAP and EOC assessments during the spring semester of the school year. For further information on state assessments, please refer to Board Policy IL-1.

Eligibility

We strongly encourage all students to participate in extracurricular activities. Students must meet the following eligibility requirements to be eligible to attend and/or participate in extracurricular activities:

1. Students must be creditable citizens. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
    a. Students may not participate in extracurricular activities if they have excessive misconduct at school.
    b. Students may not participate in extracurricular activities if they are arrested by the police.
2. At each grading check/period, if a student is earning two or more Ds and/or one or more Fs, that student will be ineligible to attend or participate in extracurricular activities for 10 consecutive days. **Beginning the day of grade announcements, ineligible students will not be allowed to attend extracurricular events at the middle school AND high school.** Students involved in an extracurricular activity who become ineligible may participate in practices, but may not participate in events until the next grade check for which they become eligible. If a student is still ineligible at the next grade check, the same process will apply. *Extracurricular activities are any activities before, during, or after school not directly tied to a student's grade (i.e. athletics, clubs, organizations, etc.).*
3. If a student receives ISS and/or OSS for disciplinary reasons, they may not attend or participate in school activities until the full consequence for their behavior has been served. If an assigned Friday detention is skipped, the student may not attend or participate in school activities until the consequence from the skipped detention has been served.
4. A student must be in attendance the entire school day to be eligible to participate in and/or attend any activity that evening, unless the absence is approved by the principal or superintendent.

Students absent from school on a Friday are not able to participate in weekend activities without **prior** approval from the principal or superintendent. If a student is absent the day after an activity, participation in the next activity could be jeopardized, unless the absence is excused by the principal or the superintendent.

Makeup Work & Latework/Missing Assignments

Makeup Work (Due to Absence)

All work missed during a period of absence (not including OSS) may be made up. The attendance policy allows a student **one (1) day for each day of absence** to make up missed work when a student returns to school. *For example, if a student is absent on Tuesday, they are given Wednesday to complete their absent work, and it is due on Thursday*. All work not turned in after the policy's allotted days will follow the late/missing work policy.

a. Parents/Guardians are encouraged to request their student's work to pick up in the CMS Main Office if their student is absent. Students are encouraged to check their Google Classroom in each class to see what they missed while gone as well.
b. **If a student is going to be absent for an extended time, or have a school-related absence, the student should let their teacher(s) know about makeup work in advance.**
c. ***It is the student's responsibility to ask the teacher for necessary makeup work.***

Latework/Missing Assignments

It is the student's responsibility to complete all classwork on time. Classwork includes, but is not limited to projects, in-class assignments, homework, bell work, assigned reading, etc. A student who does not have an assignment turned in during the class period it is due will be placed on the Missing Assignment List, and the following procedure will begin:

1. The student is placed on the Missing Assignment List and has two (2) Falcon Time periods to finish the missing assignment. An email will be sent to parents from the Parent Portal when a student is placed on the Missing Assignment List.
    a. **If a student does not complete the missing assignment after the two (2) allotted Falcon Time periods, the student will receive no higher than an 80% for the assignment once the assignment is completed and turned in.**
        i. The student's name will be removed from the initial Missing Assignment List and will be placed on the Ongoing Missing Assignment List if the assignment is not turned in. This list is utilized for PBIS incentive tracking of missing assignments.
        ii. Students who turn in missing work after the allotted two days will still receive no more than an 80%, but their name will be removed from the Ongoing Missing Assignments List.
        iii. Students may turn in missing work until the end of a unit (unit test/project). After the unit is complete, missing assignments for that unit will no longer be accepted.

Assignments and assessments given in class with an expressed timed limit will not be subject to the missing assignment procedure. When the time in class is up for the assignment, students will receive credit for the quantity and quality of work produced during the specified time.

The absentee makeup work policy will be followed before the missing assignment timeline begins.

Alternative Methods of Instruction (AMI)

What is Alternative Methods of Instruction (AMI)?

Through a collaborative process, the Fayette R-III School District has determined an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district's discretion whether the school is considered "closed" or if an "AMI" day will be implemented.

What is the goal of AMI?

The goal of AMI is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support of further skill development. Consistent practice and

exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI allows for the continuation of learning when students miss days of regular instruction. Important items to remember about AMI days:

- Students will **NOT** attend school in-seat on an AMI day. All students will be assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day.
- Students in grade 6-8 may make use of Google Classroom, Google Meet, Zoom, and/or other online platforms as directed by the teacher to meet or complete assignments.

CMS/FHS AMI Schedule for Google Meet/Zoom Sessions

Students in grades 6-12 should check their school email and/or Google Classroom for updates from teachers regarding lessons for the day or adjustments to Google Meet/Zoom sessions in order to be counted in attendance for the period.

AMI Schedule for Zoom/Google Meet Sessions Grades 6–12
1st Period 8:00 - 8:45
2nd Period 9:00 - 9:45
3nd Period 10:00-10:45
4th Period 11:00-11:45
5th Period 12:15 - 1:00
6th Period 1:15 - 2:00
7th Period 2:15 - 3:00

Communications

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00am and 10:00pm. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. See Board Policy GBH for the communications policy in its entirety.

Missouri Course Access and Virtual School Program (MOCAP)

In accordance with Senate Bill 603 and Fayette R-III School District Board Policy IGCD and IGCDA, students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in Missouri Course Access and Virtual School Program (MOCAP). Enrollment will be approved by Fayette R-III once a building-level team determines this is in the best educational interest of the student. A student with a documented medical or psychological condition preventing them from attending school during the previous semester shall be

exempt from the requirement that a student is enrolled full-time in and attend public school for at least one semester in order to enroll in MOCAP courses.

ACADEMIC INTEGRITY & EXPECTATIONS

Academic Honesty & Dishonesty

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Cheating on any educational exercise and/or activity not only reflects dishonesty on the part of the cheater, but it also diminishes the value of the work done by his or her classmates. Any student who cheats/plagiarizes, allows someone to copy his or her work, and/or directly uses information from an A.I. (Artificial Intelligence) generator (without teacher permission) is subject to the following:

First Offense:

1. A zero will be recorded for the assignment/project.
2. Parents/guardians will be contacted by the teacher.
3. The student will be referred to the building principal where the discipline matrix will be followed.

Second Offense:

1. A zero will be recorded for the assignment/project.
2. The student will be referred to the building principal where the discipline matrix will be followed.
3. A parent/guardian conference will be required.

Subsequent Offenses: A zero will be recorded for the assignment/project; the student will be referred to the building principal; a parent conference will be required; and the discipline matrix will be followed.

Activity Fee/Fines

All students are required to take care of school debts **before records are transferred or promotion takes place.**

Appearance of the School Building

Students should cooperate with school employees in establishing pride for our school and district buildings. Students should give every piece of equipment proper care in order to keep our building attractive and well-kept.

The Missouri statutes provide that parents are financially responsible for damage to any school property by their children. Students are requested to report to teachers any defacing marks that may appear on equipment and furniture. Defacing of the furniture may require students to pay for the maintenance/refurbishing of the item. Students should not write on walls, desks, or other furniture. **Gum is prohibited. If a student refuses to follow adult direction when addressed about gum use, they will be referred to the building administration for defiance of authority.**

Attendance

Missouri law states every parent(s), guardian, or other person having custody or control of a child between the ages of 7 and 16 years shall cause the child to attend school regularly. This may include public, private, parochial, parish, or home school. The child may not attend less than the entire school term of the school which the child attends.

Regular attendance is very important to all students who wish to do their best work in school. Students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with excused absences and/or verified absences are allowed to do makeup work, it is very difficult, if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

1. When a student is absent from school, it is the responsibility of the parent/guardian to notify the school.
2. The following absences will be excused and will NOT count against the student for grades and all assignments may be made up:
    a. Any doctor, clinic, or hospital signed absence
    b. Required religious observances
    c. Reasonable absence due to death in the immediate family. Immediate family is defined as parent or stepparent, brother or sister, stepbrother or stepsister, and/or grandparent.
    d. Any other absence deemed excused by the administrator and/or attendance committee.

Please note: Any above written documentation must be given to the school within a 48-hour (2 day) period of the absence, or the absence will not be excused.

3. Students will be given one day to make up assignments for every day of **excused** absence. Students with unexcused absences will receive a 0% for daily work for any unexcused days. The responsibility of securing and doing any missed assignment(s) lies with the student. If a student knows in advance that he/she will be absent, he/she is responsible for obtaining assignments in advance - this includes absences for extracurricular activities.
4. Test or long-range out of class assignments will be due on the day the student returns to school, if the test/project was announced before the absence. Other makeup tests will be arranged by the teacher.
5. Each teacher will keep accurate attendance and tardy records, and absentees will be submitted to the office during each class period.
6. A student must be in attendance the entire school day to be eligible to participate in and/or attend an activity that night, unless the administrator approves the absence. If the absence from school occurs on a Friday, the student will be ineligible to participate in weekend activities, unless the administrator excuses the absence.

CMS Attendance Procedures

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, administration with the assistance of building staff will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent, an email will be sent notifying the parent of the student's absence. Any time a student is absent, and parents have not contacted the school, the principal or designee will notify the parent.
2. Upon **four (4)** days of absence from school in a semester, a letter will be emailed to the student's parent(s)/guardian(s) announcing that an attendance problem is developing.
3. Upon **six (6)** days of absence from school in a semester, a letter will be emailed to the student's parent(s)/guardian(s) announcing that an attendance problem is developing. The District considers **six (6)** days of absence to be excessive, unless unusual circumstances exist.
4. Upon **eight (8)** days of absence from school in a semester, a letter will be mailed to the student's home address.

5. Upon **ten (10)** days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is evident, and the referral process begins.
6. The referral process may include one or more of the following:
    a. Referral to the appropriate supporting agency - Howard County Juvenile Office
    b. Referral for possible retention
    c. Referral for Non-Traditional Learning Center (NTLC)

Legal Note: Fayette School District considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

Request to be Absent from School

Students who wish to accompany their parent(s) on a trip must request permission from the principal's office at least one week in advance of the departure date. All teachers will need to be notified. It is the student's responsibility to complete any assignments missed due to an absence. Please note: If notification of the absence is not provided at least one week in advance, the absences will not have the potential to be acknowledged as excused.

Tardy Policy

Punctual and regular attendance is necessary in a well-ordered school, both for the proper training of the individual student and to avoid disruption of classroom activities. The pupil who is tardy wastes not only his/her own time, but also the time of other class members who are distracted upon the entry of the late pupil. To discourage the practice of being tardy, tardies are generally considered to be unexcused, unless the student has a note from a teacher or the office.

If a student arrives at school after the tardy bell rings, they must report directly to the office to sign in before going to class. Students arriving after the start of the school day will be marked tardy for the period(s) missed.

Promptness to each class is very important. Students are expected to be in their seats, with the correct supplies, and ready to work at the start of class. Each teacher maintains a record of tardies to class. When students are tardy to class, they should report to the teacher. Upon **three (3)** tardies to a specific class, a student is considered to have excessive tardies, and parent contact will be made by the teacher for tardies **3** and **4**. On the **4th** tardy, a teacher assigned detention will be assigned in addition to parent contact. **Five** (5) or more tardies in any one class will result in a referral to the building administration once the above procedures have been followed.

Truancy

Truancy is defined as:
1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office and the office contacting the parent/guardian.
3. Not attending a class the student is enrolled in or assigned to, without a legitimate pass to do so.
4. Leaving class without permission.
5. Excessive morning tardies after 8:30am

Truancy absences will not allow the student to earn credit for make-up work.
Consequences for truancy will follow the CMS Discipline Matrix.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequences and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his/her parent(s) may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

Student Expectations

PBIS

CMS is a PBIS school.
PBIS = Positive Behavioral Interventions and Supports
Positive Behavior Interventions and Supports (PBIS) is a framework for creating safe and orderly learning environments, while improving the social-emotional outcomes for students. It is a proactive approach relying on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. http://pbismissouri.org/what-is-swpbs/

Clark Middle School adopted PBIS in 2015. Throughout our development of this framework, we have created the Spirit Buck. This is a tangible item teachers hand out to students who are following the CMS expectations. Students are then able to spend their Spirit Bucks on a menu of items created by our Student PBIS Team. Our students also have the opportunity to participate in quarterly incentive trips. These trips are for students who meet academic, behavior, and attendance goals for the quarter.

Another opportunity for recognition comes through Falcon Pride Cards. These cards are mailed home by our staff members to students caught exceeding our expectations. Our staff also has the opportunity to nominate students for Glory of Missouri Awards based on the 14 virtues of Missouri: knowledge, liberty, equality, law, justice, fraternity, education, progress, honor, truth, virtue, temperance, enterprise, and charity.

Students are expected to be RESPECTFUL to each other, all staff, and any visitors to the building. This extends to school-sponsored activities off campus as well.

Students should respectfully follow instructions and directions from all staff members, and if the student feels the instructions are unjust, should schedule a meeting with the building principal.

Students should respect personal physical space and should avoid engaging in horseplay, public displays of affection, running in the hallways, pushing or shoving, writing on themselves or others, and should use respectful language.

Students are expected to be responsible for their belongings, their voice levels in all areas of the building, getting to and from class on time, their language and appropriate communication with others, their surroundings including eating/drinking only in designated areas of the building and using the facilities only under supervision and/or permission of a staff member.

Please refer to Student Discipline for more information regarding expectations and the CMS Discipline Matrix

Bicycles/Skateboards

Under no circumstance should a student ride their bicycle or skateboard on Lucky Street.

Upon arrival on school property, students are to dismount their bike/skateboard. Bikes should be walked to the bike rack provided at the rear of the building, and may not be used again until school is dismissed. All bicycles are to be stored in the racks and **locked**, as CMS is not responsible for loss or damage to property. Students who improperly store or use their bicycles/skateboards around the school will have their privilege revoked, until their parent(s)/guardian(s) have a conference with the principal. Skateboards are to be stored in a student's locker during the day and may not be taken on the bus.

Bus Service, Arrival and Departure Plan

The Fayette School District operates school buses to bring students to school. Bus transportation is for rural students and includes designated in-town bus stops. The town of Armstrong will have designated pick-up times/locations. The bus schedules are drawn up to meet the needs of the majority of the students involved. If you are not certain of the bus schedule in your area, check with Transportation Director, Gary Beeler at the Bus Barn ((660)248-3205).

The buses load in front of each school. Students are to remain on the sidewalk until the bus they ride has completely stopped moving. Loading should be done in an orderly fashion. Do not walk between buses at any time.

All bus infractions resulting in a Bus Conduct Report are documented by CMS as a Major Referral. Disciplinary action for infractions occurring on the bus will follow the back of the bus ticket referral form, which follows:

Step 1: Bus driver offers verbal directives for inappropriate behaviors.
Step 2: Bus driver takes corrective action by assigning seats.
Step 3: Bus driver generates a Bus Conduct Report producing corrective action by a building administrator.

a. **1st conduct report: Principal gives verbal directives with parent contact.**
b. **2nd conduct report: Principal gives verbal directives with one (1) day suspension from bus riding privilege.**
c. **3rd conduct report: One (1) to three (3) day suspension from bus riding privilege.**
d. **4th conduct report: Five (5) day suspension from bus riding privilege.**
e. **5th conduct report: Ten (10) day suspension from bus riding privilege.**
f. **Future conduct reports: Ten (10) day suspension from bus riding privilege.**
g. **Severe behaviors (fighting, bullying, aggressive behavior toward other passengers or the bus driver) results in a minimum ten (10) day suspension and potential revocation of bus riding privileges.**

Parents/Guardians are expected to establish regular pickup and drop-off locations for their student(s). Any changes to a student's transportation arrangements must be approved in advance by the building principal or transportation director and communicated to the school before 1:00 p.m. on the day of the change.

Students are not permitted to ride home with other students on a bus for birthday parties, sleepovers, etc. These arrangements should be made between families so that proper pick-up after school can take place.

Cafeteria Service

A hot breakfast and lunch program is available for all students. It is a well-prepared, nutritious meal. Breakfast is served from 7:30am to 7:50am. Meals can be paid for by the day, week, month, or entire school year (175 days). Lunch is prescribed by state and federal law and must include certain foods, such as fruits, vegetables, milk, protein, and carbohydrates. The cafeteria will also provide sack lunches for students going on field trips for the same cost as a regular lunch.

No food or drink should be eaten outside the cafeteria except under the supervision and with the permission of a teacher. Students may bring their lunch to school, but they must eat it in the cafeteria. Students should be careful with their food and milk and help to keep the cafeteria clean and pleasant. Cafeteria behavior should exemplify good manners. Behavior such as running, shouting, messiness, throwing food, etc. are not acceptable and will result in disciplinary action. To promote an enjoyable and relaxed dining atmosphere, students are expected to comply with all cafeteria expectations. Students must demonstrate respect for all staff members/lunchroom supervisors/cafeteria workers. Students are responsible for the cleanliness of their table area.

It is preferred that a student's lunch account always has a positive monetary balance. If the account falls below $5.00, a notification will be mailed/emailed home informing parents of the charges owed. After the account reaches -$25.00, lunches will continue to be served to your student; however, a payment plan must be established through the Daly/Clark Office. For more information regarding the district's procedure on addressing past-due meal charges, please see Board Policy EF-AP1.

If your family has qualified for the Free or Reduced program, the extra meal is not covered by the program. Your student's account will be charged full price for the second lunch or second breakfast.

Due to DESE regulations, any student who has a milk allergy or milk sensitivity is required to have a note from a physician or parent/guardian to substitute a soy milk carton for the regular milk. If you have any questions, contact the Food Services Director at pvolkmann@fayetteschool.org.

Student Rights and Responsibilities

Each student has the right to:

- Have the opportunity for a free education in a safe, orderly, and appropriate learning environment.
- Have the opportunity for the freedom of speech and of the press so long as the exercise of those rights are not disruptive.
- Be secure in his/her persons, papers and effects against unreasonable searches and seizures and the privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student possesses prohibited materials.
- Expect to be fully informed of school rules and regulations and the right to due process.

Each student has the responsibility to:

- Respect the human dignity and worth of every other individual.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress in a manner and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Exercise the utmost care while using school facilities.
- Know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.

Character Education Traits at Clark Middle School

Respect - Showing high regard for authority, other people, self, property, and country. Treating others as you would like to be treated.
Responsibility – Being accountable in word and deed. Accepting consequences for your choices, not only for what you do but for what you don't do.
Compassion – Being kind, caring, and considerate. Showing kindness because you want to.
Cooperation – Working together for a common goal.
Integrity – Standing up for what is right even if you are standing alone.
Honesty – Telling the truth, the whole truth, and nothing but the truth. Being sincere, forthright, and candid.
Self-Discipline – Constantly and consistently striving to control your emotions, words, actions, impulses, and desires. Continually demonstrating hard work through organization and setting priorities appropriately.
Pride – Feeling high self-esteem as a result of your accomplishments by doing your best, persevering, being diligent, and working hard.
Trustworthiness - Honoring your word and commitments. Acting so others could always rely on your dependability.

Clark Middle School Expectations Matrix			
	Be Responsible	Be Respectful	Be Safe
Classroom	• Follow adult directions the first time given. • Complete and return all homework. • Bring necessary items to class. • Take care of classroom belongings.	• Keep hands, feet, and unkind words to self. • Work quietly and complete your assignment. • Appropriate contribution to class discussions.	• Walk only. • Use the correct sitting position.
Restroom	• Use the restroom for intended purposes. • Flush toilet. • Wash hands. • Keep and leave the restroom clean.	• Allow for the privacy of others. • Keep hands, feet, and unkind words to self. • Keep voices off. • Keep stalls free of graffiti.	• Walk only.
Hallways	• Walk only. • Use a quiet voice. • Stay to the right of the hallway.	• Keep hands, feet, and unkind words to self. • Use quiet walking feet. • Use a quiet voice. • Other people's lockers are for your eyes only. • Keep all perfumes and/or body sprays at home.	• Walk only. • Gently close lockers. • Keep your locker locked. • Stay clear of traffic flow when waiting to enter a classroom.
Walking to & from H.S.	• Stay on the sidewalk the entire way to and from the High School. • Walking only. • Use a quiet voice.	• Keep hands, feet, belongings and unkind words to self. • Use a quiet voice. • Keep all perfumes and/or body sprays at home.	• Walk only.
Cafeteria	• Walk and stand quietly in line. • Stay in appropriate line order. • Stay seated in the cafeteria. • Raise your hand when you need something. • Place trash in trash cans. • Walk only.	• Use a quiet voice and talk only to kids beside you. • Engage in appropriate conversation and behavior. • Eat only your food. • Keep food on your tray. • Use your manners. • Keep your area clean.	• Walk only.
Bus	• Follow bus rules. • Keep all things in your backpack. • Use a quiet voice. • Sit on the seat.	• Use a quiet voice. • Be polite. • Be considerate of other peoples' property.	• Sit quietly, facing forward. • Only use the aisle to get on or off the bus.
Locker Room	• Wash gym clothes regularly. • Practice good personal hygiene.	• Other people's lockers are for your eyes only. • Keep hands, feet, and unkind words to self. • Respect the privacy of others. • Keep all perfumes and/or body sprays at home.	
Assembly	• Follow adult direction the first time given.	• Be attentive at all times. • Keep hands, feet, and unkind words to self. • Participate appropriately.	• Enter/Exit assembly in an orderly manner. • Walk only.
Dismissal	• Leave school grounds promptly. • Have belongings & homework in your book bag before you leave your locker.	• Use a quiet voice. • Keep the hallway clear for traffic flow. • Keep hands, feet, belongings, and unkind words to self.	• Walk only in hallways and on sidewalks.
All Settings	• Follow adult directions the first time given. • Take care of school property. • Show good character.	• Keep hands, feet and unkind words to self. • Be fair and kind to others at all times. • Use appropriate language.	

FAYETTE R-III SCHOOL DISTRICT INFORMATION

The Fayette R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Fayette R-III School District will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty-one (21), regardless of the child's disability. The term "students with disabilities" as used in this statement includes all students defined as "handicapped" and "severely handicapped" in accordance with 162.675(1) and (3) RSMo and the Individuals with Disabilities Education Act (IDEA) Students with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

To review the Fayette R-III School District's Prohibition against Discrimination, Harassment and Retaliation which includes the process for making a complaint and the procedure for investigations of discrimination, harassment and retaliation, please see Board Policy AC, available on the District's website.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the district compliance officer, Mrs. Abby Arnette, at 705 Lucky St. Fayette, MO 65233; telephone: 660-248-2153.

Inquiries or concerns regarding civil rights compliance should be directed to: Title IX Coordinator/Compliance Officer, Mrs. Abby Arnette at 705 Lucky St. Fayette, MO 65248; telephone: 660-248-2153. Inquiries and complaints may also be directed to the Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172: email: OCR.KansasCity@ed.gov.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
8. Income, other than as required by law to determine program eligibility.

·*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Fayette R-III School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Fayette R-III School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. Fayette R-III School District will also directly notify, such as through email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Fayette R-III School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Missouri Department of Elementary & Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA
Programs Table of Contents

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2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

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5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint under ESSA?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

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[1] *Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title V* -
Revised 4/17 [2] *In compliance with ESSA Title XIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department , and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA 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.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school 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 school official 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 the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 be provided 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 school 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 school 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released. The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full -time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

Prepared by U.S. Department of Education, Family Policy Compliance Office * * * * ***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Daily Procedures

Arrival

Students may begin arriving at 7:30am on regular school days and 9:30am on late start days. **It is the parents' responsibility to see that their student does not arrive at school before the entry time unattended.** Parents dropping off students should proceed to the back parking lot on Spring Street and enter CMS from the back parking lot (Spring Street) using the 1st set of doors (West). Middle school students may also continue to be dropped off on Herndon Street. To help traffic move safely and efficiently, parents should pull into one of the two clearly marked drop-off lanes when entering Herndon Street and should not pull into the gravel area to unload students. Students should remain in the vehicle until the vehicle reaches the yellow crosswalk line and should exit from the side closest to the curb whenever possible for safety purposes. After unloading at the crosswalk, vehicles should take turns merging back into traffic so the next vehicle in line may pull forward to unload. All students should use designated crosswalks when crossing the street or parking lot areas. **The back parking lot is a cell phone free zone; please do not text and drive during arrival drop off. Drivers are urged to use caution when driving around the school.**

Students who ride the bus to school arrive through the main CMS/DES entrance on Lucky Street. Students will remain on their assigned bus until the doors open for entry at 7:30am

Students who walk to and/or from school are asked to not arrive before 7:30am and are to leave immediately following school dismissal. Walking and bicycle students are to enter and leave CMS through the back doors. Students leaving the school to go to the high school are to use the walkway provided **and are to wait for buses to leave.**

Dismissal

Parents picking up middle school students only should park on the side of Herndon street with their KidAccount Card ready to scan. Parents who are picking up middle school students may proceed down Park Road to access W. Spring street turning left on Herndon from the stop sign.

Parents picking up both middle school and elementary students should proceed to the back parking lot on Spring Street, accessing Herndon from W. Davis. Elementary students will not be released from the middle school pick-up only line on Herndon.

Students who walk to and/or from school are to leave immediately following school dismissal. Walking and bicycle students are to leave CMS through the back doors. Students leaving the school to go to the high school are to use the walkway provided **and are to wait for buses to leave.**

All students will be held in classrooms after the 3:30pm bell until released by KidAccount for walking, car riding, or buses.

Change of Procedure

Parents/Guardians are required to call the CMS Main Office if a child will have a change to their normal school routine. For the safety of all of our students, we need to know where your child is going, how they will get there, whom they are going with, etc. ***Please call the school office BEFORE 2:45pm to ensure delivery of a message to your student.*** If your student is going to be absent for the day, please notify the school office before 10:00am to allow for effective communication to teachers and to arrange for school work to be picked up.

Assemblies

Assemblies will be held at various times throughout the school year. The purpose of assemblies is to give students an opportunity to perform, as well as to see the talents of their peers. Some assemblies will feature groups from outside our school. Appropriate behavior is expected. Student attendance at assemblies is viewed as a privilege.

Chromebook/Acceptable Use Agreements

By using or taking possession of a Chromebook/iPad owned by Fayette R-III Schools, students and parents/guardians agree to comply with District Technology Use Policy EHB. Students and parents/guardians may choose to purchase the district's Chromebook insurance coverage for a $20 annual fee. If insurance is not purchased, the student and parent/guardian will be responsible for 100% of the cost of repair or replacement for any damage to the school-issued Chromebook/iPad. Students are responsible for the proper care and use of the device issued to them and may be held financially liable for any damage caused to the device.

Computer Services

Acceptable Use Policy for Fayette R-III Schools Technological Resources Terms and Conditions

The purpose of the Fayette R-III School District's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the workforces and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, parameters must be set to assure that activities which are not appropriate to the learning environment do not take place. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The signatures on this contract are binding and indicate that the parties who have signed have read the terms and conditions carefully and understand their significance. The Fayette School District is in compliance with the Children's Internet Protection Act by enforcing a policy of Internet safety that includes the use of filtering or blocking technology.

Acceptable uses of the Internet and other technological resources are activities resulting from specific tasks and assignments that support learning and teaching; promote the district's goals and objectives; and advance the mission of the district. General school rules for behavior and communications apply.

Unacceptable uses include, but are not limited to, those which knowingly or carelessly: violate the rights of privacy of others; violate copyright law or material protected by trade secret; plagiarize; spread, create, or upload computer viruses; contain threatening or harassing material; employ the network for commercial purposes; deliberately attempt to degrade or disrupt system performance; execute any form of network monitoring which intercepts data not intended for that person; unauthorized attempts to circumvent data protection schemes or uncover security loopholes; attempt or cause a breach of system security; access email, chat rooms or newsgroups without specific authorization from the supervising teacher; and locate, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others. Users will not disrupt system performance and use by others by changing the settings and adjustments of computers. Users will not use the school's equipment or computers for file sharing activities across the Internet.

Students and all other users of the district's technological resources are responsible for respecting and adhering to local, state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances and as they apply to the district discipline code consequences. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to: use appropriate language; use secure passwords that are kept private; do not reveal personal address or phone numbers of students or colleagues; do not use someone else's account; do not use for non-school related activities; do not make unauthorized copies of commercial software; and all communications and information accessible via the network should be assumed to be private property. Users will be responsible for any actions occurring under their personal login/password.

Counseling Services

A counselor is available to all Fayette School students. The strength of the guidance and counseling program can be measured by the amount of involvement the counselor has with students, parents, and teachers. The counselor is the person to contact about academic or social questions and concerns. Among the services provided by the counselor are:

1. Individual parent(s) conferences
2. Student conferences
3. Individual, small, and large group counseling sessions
4. Orientation of new students
5. Referral of students for special services
6. Conduct staffing for student placement
7. Individual and group testing
8. Contact person in arranging parent(s)-teacher conferences
9. Career guidance and exploration

Suicide Awareness and Prevention Policy

Board Policy JHDF: Suicide Awareness and Prevention outlines key protocols and procedures the district will use to raise awareness of suicide and the steps to be taken to prevent it.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.

2. While one employee stays with the student, the other will notify a CRT (Crisis Response Team) member or the building administrator or designee. If the employee cannot reach the building administrator, designee, or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, the CRT member, administrator, or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the district's concern.

2. If the student has been located, use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.

3. If it is determined that the student may be at risk of suicide, appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills, and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.

2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee, or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, the CRT member, administrator, or designee will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.

2. If the student has been located, the CRT member and the building administrator or designee will, based on their training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.

3. At an appropriate time after the crisis has passed, appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills, and collaborative ways to support the student.

Students Attending Virtually

In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), the district must also monitor virtual learners who may be at risk for suicide. Building administrators will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include:

1. Identifying staff members who will contact virtual learners on a regular basis;

2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records;

3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress;

4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and

5. Notifying the CRT.

To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

To reference the district's Suicide Prevention Policy in it's entirety, please see Board Policy JHDF on the school's website.

Detentions

Generally, detentions are assigned to supervised areas before school, during lunch, or after school hours by teachers. They serve as minor consequences for minor school infractions. A detention may range from 15 minutes to 2 hours at the discretion of school officials. Transportation for detentions must be arranged by the student. Detentions are normally assigned for the following day. If the student is unable to serve detention on the date(s) assigned, an administrator must be informed. Teacher-assigned detentions are traditionally served before/after school or during lunch, and are served with that teacher. Lunch detentions are served during a student's lunch period. Friday detentions are assigned by the school administrator, and are from 3:30pm to 4:30pm at CMS.

Dress Code

The Fayette R-III Board of Education expects students' dress and grooming to be neat, clean, and in good taste so each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students are expected to dress in a fashion that will not:

1. Disrupt the educational process
2. Constitute a health or safety hazard
3. Cause undue attention to an individual student or cause insult to another person
4. Violate civil law or district policy

Student dress and grooming will be the responsibility of the individual and parent(s)/guardian(s), with the following guidelines:

1. All students must wear shoes, boots, or other types of footwear. No slippers allowed.
2. Articles of clothing are to be worn according to the intent of the original design.
3. No hats or hoods are to be worn in the building, unless medically or religiously required. All hats and hoods should be removed once dismissed for lockers before 1st hour.
4. Extreme brevity of attire will not be acceptable. The following limitations will be enforced:
    a. Excessively short shorts or skirts creating a substantial disruption to the learning environment.
    b. Low cut tops, crop tops, bare-midriff clothing (upon raising arms, the student's midriff is exposed), see-through blouses/shirts.
    c. Halter-tops, tube-tops (unless covered by appropriate outer garments), thin-strap tank tops, off shoulder tops, bare back tops, white cotton-ribbed underwear tank tops (unless under another shirt) - all shirts must cover the waistband and all undergarments.
    d. Holes in jeans/pants cannot expose undergarments or cause a substantial disruption of the learning environment.
    e. Tight/revealing clothing, low-cut and/or hip-hugger pants/jeans.
    f. blankets worn as clothing, and house slippers (Pajamas can be worn on spirit days if they are designated to the theme). Sleepwear is not permitted at school, including full-body onesies, pajama sets, robes,
    g. No drug, alcohol, tobacco ads and/or illustrations on clothing.
    h. No clothing with slogans considered derogatory to societal institutions.
    i. No dark shaded glasses.
    j. No wallet chains or excessively loose clothes exposing undergarments or anatomy features.
    k. Shirts that are cut on the sides exposing the torso or undergarments are not allowed.
    l. No exposed undergarments.

Class activities which present a concern for student safety may require the student to adjust hair or clothing during the class period in the interest of maintaining safety standards.

Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

Hats or dark glasses being worn in the building will be taken away and may not be returned until the end of the school year.

These guidelines apply to Physical Education classes as well. Shirts must be worn at all times.

All dress code expectations are non-gender specific.

When, in the judgment of the administration and staff, a teacher or student's appearance, or mode of dress, disrupts the educational process, or constitutes a threat to health or safety, the student or teacher will be required to make modification after referral to the building administrator. Those who do not comply will be disciplined according to the guidelines under Defiance of Authority.

Emergency Procedures

Fire and tornado procedures will be discussed by each teacher and a copy of the procedures will be posted in each classroom.

Student Procedures - Fire

1. The fire alarm will consist of a loud intermittent ringing from the bells.
2. Upon hearing the bells, students should follow these directions:
   a. Walk (no running) in an orderly manner to the designated fire exit for your room. The teacher will follow the last student from the room.
   b. If your exit area is blocked, proceed to the nearest exit and locate your teacher immediately after you have cleared the building.
   c. Students are to leave all books and project materials in the classroom.
   d. If a room door is blocked by fire, the teacher will open a window for the safe exit of all students. This procedure will be followed only in an extreme emergency.
   e. Should a fire or a drill occur during the lunch period, students will exit the doors of the cafeteria and proceed to assigned areas.
3. Following a fire drill, teachers will notify students of the all-clear signal. Students are to return to their classroom and resume work.

Student Procedures - Tornado

1. The alarm signal for a tornado drill will be a long continuously ringing bell or an announcement over the intercom.
2. Upon hearing this signal, students should respond in the following manner:
   a. CMS students should move to the designated location and follow directions given by the classroom teacher.
   b. Students should line up as close to a solid wall as possible, facing the wall, placing your head down, touching your knees. Place your arms around your head to protect this portion of your body. If you have a hardback notebook with you, hold it over your head for protection.
   c. Remain in this position until the all-clear signal is given. At this time, teachers will instruct students to return to the classroom and resume lessons.
3. Everyone should stay clear of entrances, doorways, windows, and glassed-in areas.
4. If the threat of a tornado occurs, students will come into the building from outdoors and cover in the hallways. Students should not, under any circumstances, remain outdoors.
5. Emergency first aid will be administered by specially designated individuals in the building.

In case a tornado "warning" is in effect at the close of school, buses will wait until the "all clear" before departure. This procedure does not apply when there is a tornado or severe weather "watch." Parent(s) should use their own judgment concerning picking up their children under these circumstances. Students and teachers at school will follow emergency tornado procedures.

Student Procedures - Earthquake

Inside or outside, when a major earthquake occurs, take action at the first indication of ground shaking.

1. **If inside, stay inside.**
   In the classroom or offices, **move away** from windows, shelves, and heavy objects and furniture that may fall. **Take cover** under a table, desk or counter. If a "shelter" is not available, move to an **INSIDE WALL** corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. If notebooks or jackets are handy, hold these over the head for added protection from flying glass and debris. In halls, stairways, or other areas where no cover is available, follow the above advice. In the library, immediately move away from bookshelves and take appropriate cover.
2. **If outside, stay outside.**
   In fields or en-route to and from school, move to a space, away from buildings, and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). **On the school bus,**

remain on the bus. Remain in your seat and hold on. (Note: bus drivers should be instructed to stop buses away from power lines, bridges, overpasses, and buildings).

3. **Students will remain at school until it is considered safe for students to be released.**

Food and Drink

CMS strives to promote the health and wellness of students.
Students who purchase school lunch or bring lunch from home should not bring soda/energy drinks for lunch.

Bottles of water with a sealable lid may be consumed while in class (as long as this does not cause a disruption). All other food and drink must be consumed in the Cafeteria, unless it is needed for educational purposes. Food and drinks shall not leave the Cafeteria or be in the hallways, restrooms, locker rooms, or classrooms. If a student brings food with them to school in the morning, it must be taken to the Cafeteria and consumed there. If a student brings lunch to school, they may store it in their locker, but all items must be closed. Open bags of chips, open drinks, cups, etc. are not to be stored in the locker. A drink with a sealable lid can be stored in the locker after it is opened, but it is not to be consumed outside of the Cafeteria by students, unless it is water.

Health Services

The Fayette School District has a nurse on duty every day located at Clark Middle School. She has the responsibility of administering health screenings. She also has the task to make sure all students meet the requirements of the state law and school board regulations concerning immunizations.

- All students attending school in the Fayette R-III School District shall be in full compliance with the Missouri State Law, Section 167.181, RSMo Cum. Supp. 1965 on immunization against communicable diseases.
- All students failing to show proof of immunization against Polio, Diphtheria/or DPT or DT, and Rubella shall be denied enrollment in the schools of the Fayette R-III School District.
- Exemptions from compliance must be in accordance with the provisions of the law. An exemption form must be filled out and on file in the health office.
- If a student becomes ill at school, he/she is to go to the health room to be checked by the nurse. The nurse will determine whether the child is to be sent home, rest in the health room for a while or return to the class. Parent(s) are asked to make every effort to see that their child is picked up promptly when called by the nurse. Students must secure permission from the nurse's office before calling home to leave. Once someone is here to pick up a student, they are to sign the student out at the office. Students should know the family physician, hospital preference, and how to reach a parent(s) in the event of illness, accident, or emergency.
- Students with a temperature of 100 or higher or with a contagious disease will be sent home. Students can come back to school when temperature free for 24 hours with no medication.
- CMS students must obtain a pass or permission from a classroom teacher to see the nurse.
- All parents are required to fill out a **student health survey** form each year. This form is required by law and will remain on file in the health room office.
- If medication is to be transported, it should be taken to the health office before school starts in the morning and picked up before the last period of the day. All **prescription medications** must be provided in the pharmacy labeled container it was prescribed in and brought to the health office**.** All medication will be stored in the health office with the exception of chronic health conditions as stated in the policy below:

Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has

been instructed in the correct and responsible use of the medication and demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

FILE: JHCD

Wellness Policy

Fayette Schools are required by law, according to the "Child Nutrition and WIC Reauthorization Act of 2004", to put in place a local wellness policy. This policy hopes to promote total student and faculty/staff wellness. A "District Wellness Committee" was formed and much thought and discussion took place in preparation for implementing our plan. Areas reviewed include dietary guidelines, physical activity, mental health, nutrition education, community and family involvement, staff wellness, development, and training, and other positive health related issues. This committee continues to meet annually to evaluate our existing policies/program.

In order to comply with school policy, we again want to remind you that students cannot bring soda to school in their lunches. We also ask that if you are helping with school parties that soda not be used as drink refreshment. You may bring 100 % fruit juices, bottled water, flavored water, or sports drinks.

As another reminder, we ask for your cooperation when bringing snacks for school parties that they also follow the adopted nutritional guidelines. Acceptable snacks include baked chips or pretzels, trail mix, nuts, vegetables and ranch dip, animal crackers, graham crackers,crackers, or cheese and crackers. Please refrain from bringing cupcakes, cookies, candy, etc.

These nutritional guidelines are available for your review with our Food Services Director. Also, find helpful information on our district website at www.fayette.k12.mo.us.

Thank you for your cooperation. If you have questions, please contact us at the following numbers:

Brent Doolin	Angie Race
Fayette R-III Superintendent	Fayette R-III Health Supervisor
District Wellness Co-Coordinator	District Wellness Co-Coordinator
248-2153	248-3800

"The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year."

This policy hopes to promote total student and faculty/staff wellness. Avenues for supporting this policy will include dietary nutritional guidelines, physical activity, mental wellness, nutrition education, community and family involvement, staff wellness, development, and training, and other positive health related issues.

The following items will be available by contacting the Food Service Director located in the Daly/Clark Cafeteria or by calling (660)248-3800 Ext. 1290 or will be available through the use of the Fayette R-III School District website.

- Nutrient analysis of district menus.
- List of appropriate foods that meet the district's nutrition recommendations for snacks.
- List of ideas for healthy celebrations, parties, rewards, and/or fund-raising activities.

In regard to heightening awareness for the need for more physical activity, the Fayette R-III School District will:

- support efforts of parents/guardians to provide their children with opportunities to be physically active outside of school;
- provide information about physical education and other school based physical activity opportunities available to students before, during, and after the school day;

- share information through the district's website, newsletters, other take-home materials, special events, and/or homework about physical activity and physical education.

To this end, the Fayette R-III School District proudly supports the total wellness plan.

Human Sexuality Curriculum

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction through Lifeline Education regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

> **Notice of Opt-Out**: The district will notify parents/guardians of the basic content of Lifeline Education's instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. For more information, see **Board Policy IGAEB: Sexual Health Instruction**
>
> For information regarding DESE's Trauma-Informed Schools Initiative, please visit https://dese.mo.gov/traumainformed

Leaving School

Students are not allowed to leave the school campus during school hours for any reason without knowledge and consent of the school office. Permission to leave the school grounds will only be considered for approval upon the written or verbal request from the student's parent/legal guardian. Phone requests will only be considered for approval when school personnel can assure the identity of the caller. If it is necessary to be excused early from school, parents/guardians must notify the office directly, and are required to sign their child out in the DES/CMS Main Office.

Students may not, at any time, leave with anyone who is not an emergency contact or a pre-approved arrangement. If your student is leaving with someone other than an emergency contact, please call the school office to give notification of this change.

Restricted Pick Up

Students can only be picked up from school by those assigned by the custodial parent. Any legal documentation pertaining to restricted contact must be copied and included with written notice to the school office. The office must be notified of individuals who are not to pick up a student from school.

Library Media Center

The LMC is open from 7:30am to 3:15pm throughout the school year. CMS students visit the library during ELA classes throughout the year. Students may visit the library individually to return and check out new books with their teacher's permission. Individual students must sign-in at the LMC desk. CMS students may check out two (2) books for a period of two (2) weeks.

Overdue book slips will be given to students who have overdue books. Books that are overdue by one (1) month or more will be considered lost. Lost or damaged books will be billed to the student. Any lost book(s) returned in good condition within one (1) year of payment will have this payment refunded.

Lockers, Personal Property, and Security Cameras

School lockers, desks, computers, and other district-provided equipment areas 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 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.

Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Students may be asked to empty pockets, book bags, remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

Law enforcement officials will 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 the law when a student refuses to allow a search, or where the search cannot be safely conducted, parents shall be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Security of personal property is the individual responsibility of each student. Bicycles, hall lockers, and gym lockers should be locked at all times. Combination locks will be furnished for hall and gym lockers. However, students are responsible for locks for bicycles. Locks and combinations are to be used by only the student assigned to that locker. DO NOT UNDER ANY CIRCUMSTANCE, REVEAL YOUR COMBINATION TO ANYONE. Lockers are provided to be used for the storage of outer garments, school materials, and physical education clothing. THE LOCKER IS NOT THE STUDENT'S PRIVATE PROPERTY AND MAY BE OPENED BY SCHOOL AUTHORITIES AT ANY TIME. Each CMS student is assigned a locker for their use only. Sharing lockers or keeping items in another student's locker is not permitted. Students who damage their locks or lockers, or lose their lock, are to be held responsible.

Students are not allowed to keep soda or open food in their lockers. Students who are found to have any food (other than lunches) or soda/energy drink containers in their locker are subject to disciplinary action. Lockers are not permitted to display any material on the outside that has not been approved by the office or that is not school-sponsored.

For the protection and safety of students, faculty, and staff, CMS uses security cameras in non-academic areas in and around the building. The viewing of any video from building and/or bus security cameras, that includes the photographic image of a student, will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and will not be allowed viewing by anyone other than those with permission under FERPA and will not be be considered directory information.

Lost and Found

Articles such as books, textbooks, clothing, etc. which are found should be turned into the lost and found located directly outside of the Band Storage Room in the Clark Middle School entryway. Items placed in the Lost and Found, which are not claimed, will be donated to charities. Students are encouraged to label all clothing, books, textbooks, and personal articles.

Non-Educational Items

Students are not to bring, buy, sell, or trade non-educational items at school. Toys, balls, radios, videos, skateboards, cell phones, trading cards, and other valuable items should not be brought to school, except when requested by the classroom teacher. Also, we are asking your help in not having flowers or balloons delivered to school. These items will be distributed to the students at the end of the day so as not to cause interruption to instruction.

Telephone Use During School Hours

Office and classroom phones are business phones and are to be used by staff only. Students may use the phone in the office **for emergent purposes only**, and students must have the permission from office staff or school administration before doing so. Times to use the office phone are before school, after school, and during lunch.

Textbooks

Textbooks and instructional materials are provided for classroom use. Teachers may maintain classroom sets of textbooks and other instructional resources for student use during the school day. Students are expected to properly care for all school-owned materials and may be held financially responsible for any

lost, damaged, or destroyed textbooks or instructional materials beyond normal wear and tear. Any damage to instructional materials should be reported to the teacher immediately.

School Dances

CMS school dances are generally held from 7:00pm to 9:00pm in the school gym. Only CMS students may attend school dances. Announcements, via the bulletin, concerning discipline and/or other eligibility requirements will be made at least two (2) weeks prior to the dance. Any student who receives ISS/OSS must have completed the serving of this consequence before attending the dance. Students who are ineligible are not allowed to attend the dance.

School Dance Expectations:

1. All school expectations will be enforced during any school dance.
2. Only students of Clark Middle School may attend a school dance.
3. Parents/Guardians should arrive 10 minutes before the dance is over to pick up their child.
4. Students who leave the dance are not allowed to return and should leave school grounds immediately.
5. Students must be in attendance at school for the entire day on the day of the dance.
6. Students will follow the directions of the dance chaperones at all times. Those who do not follow the directions of the adults will be asked to immediately leave the dance and the school grounds.
7. Food will not be taken into the dance area during the dance.
8. Administrators have discretion to allow or not allow students to attend the dance.

Visitors

All visitors to our school must check in to the school office and sign in. **A visitor's pass must be worn at all times while in the building.** We welcome and encourage visits, but visitors must check in to the office first. To protect the school's learning environment, we ask for students to not be pulled out of class so we can ensure optimal learning each day.

Student Responsibilities

Homework and Make-up Assignments

You should expect your child to devote time each night on homework or home study. This may vary during the course of the year depending on special projects, assignments, and/or tests. Teachers will provide more specific guidelines as related to their classes. Several important reasons for homework are:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to develop good work habits.
4. To provide an opportunity for growth in responsibility.

We believe learning is important and learning should continue after school hours. Regular homework should not be viewed as punishment, but as a way to reinforce, encourage, and extend learning. When a student has been absent two (2) days in a row, please call the school secretary to collect his/her work. Please call by 10:00am in order to give the faculty time to gather work and have it available for pickup in the office after 2:30pm.

Success

Those students who strive to be a success will be more likely to succeed than those individuals who merely take life as it comes. Students at Fayette R-III Schools will find the points listed below useful in their pursuit of success.

1. **Develop a positive attitude.**
   a. If you work on developing your patience, tolerance and ability to see the good side of any situation, you will be able to successfully handle most situations.
2. **Be in class on time with the required materials.**
   a. During the first few days of school, develop a plan to get from place to place on time with the needed materials.

b. Schedule trips to your locker and the restroom in advance. Before school, during passing periods, and after school can be utilized for many of these purposes.

3. Be well-organized.

a. Take the proper materials to class; these include paper, pencils, pens and textbooks.
b. Write your assignments in your assignment notebook. Listen and take notes. Be sure to include any examples the teacher gives on how to do the assignment.
c. Organize your materials by subject; use a divided notebook.
d. Plan ahead; some assignments will require several weeks or even an entire grading period.

4. Plan Ahead.

a. You will need to listen carefully to instructions because much of the assignment may be completed out of class.
b. Take notes during class.
c. Review your notes and assignment book daily.
d. Establish a special quiet place to study at home; learn to do some homework regularly. If there is no assignment due the next day, review or work ahead.
e. All of your assignments and tests will count as part of your grade.

As the adults in charge of the building, all teachers and staff are to be treated courteously and respectfully at all times. When asked by an adult to perform in a certain manner, the student is expected to comply immediately. This will include Daly Elementary and Fayette High School teachers and staff members.

Promotion, Acceleration, and Retention of Students

Purpose of the Procedure

It is the purpose of this procedure to establish certain processes to be followed in order to ascertain whether or not promotion or retention is advisable due to a student's ability to demonstrate certain basic skills necessary for grade promotion. The focus of this procedure is to always keep the best interest of the student as the main concern. Retention can be beneficial if it is handled in a positive and appropriate manner.

Process Guidelines - Middle School (6-8)

1. The teacher, principal, and counselor will confer about a student's academic and/or other concerns at the end of the first semester and thereafter.
2. Any student who earns an F in two (2) or more core classes or four (4) failing grades total on the first semester grade report is at risk for retention.
    a. A letter will be sent from the CMS principal notifying the parent/guardian to inform them of the possibility of retention and to request they set up a team meeting with all core and/or special area teachers, counselor, principal(s), parents/guardians, student, and student services (if applicable).
3. Any student who fails two (2) or more classes or more than half of all classes combined for the year would have the option of attending summer school classes to retake the failed course(s). Any student who refuses to attend summer school, or does not adequately fulfill the requirements, will be retained the next year to repeat the same classes and master the necessary content to be promoted.

Provision of summer school is contingent on availability of adequate funding.

Discipline Procedures and Actions

Corrective and Remedial Disciplinary Processes and Options

All school personnel have the responsibility to instruct, guide and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and, in large measure, will produce good student behavior.

Disciplinary actions for behavioral violations will be taken by responsible staff, with parent involvement in every situation possible to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members:

1. Conference(s) will be held with the student and the teacher or principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be part of the disciplinary actions to be taken.

   It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior to enable the student to respond and explain, and that such initial conference will be between the student and school personnel only, either because the immediacy of the situation so requires, because parents are unavailable, or both.

2. The staff members (teachers and principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).

3. The objectives of any disciplinary action to be used by the appropriate school staff member are: (1) to achieve remediation and to correct any unacceptable student behavior; (2) to develop the student's character and power of self-control; and (3) to interact with the student in a way so that the disciplinary action results in a positive and acceptable behavior change outcome. Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence) include:

The teacher may have:

a. A conference held with the student to obtain a commitment, oral or written, for correcting the behavior.

b. The student moved in the classroom.

c. The student assigned specific educational assignments or tasks.

d. The student serve a detention.

e. The student referred to the principal for appropriate action.

The principal may:

a. Place the student in detention and give assigned tasks by the teacher; parents are informed.

b. Contact or hold a conference with the student and his or her parents for the purpose of accomplishing acceptable student behavior.

c. Refer the student to other school departments (counseling), district departments (clinics), or other education, medical, social, or governmental units for assistance.

d. Place the student in in-school suspension or detention assignment.

e. Assign detention.

f. Place the student on probation under certain prescribed conditions with parental knowledge.

g. When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, suspend the student from school for a period of time not to exceed ten (10) days, or by the superintendent in cases exceeding ten (10) school days to a maximum of 180 school days.

h. File charges for illegal behavior against the student with governmental authorities having jurisdiction.

i. Recommend student expulsion when all other actions have not been successful or the nature of the behavior violation requires this action.

The exercise of reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior. Any conduct not included in JG-R2, JG-R3 and JG-R4, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond the code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in the code of conduct, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity whether on or off school property.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

BULLYING INCIDENT REPORT FORM

(***Bullying Incident Report Form for Use by Parents, Students, and Community Members***)

Reporter (Person Filing the Report)

Date Filed:_____

Name:_____

Address:_____

Phone Number:_____ E-mail:_____

Relationship to the student being bullied (*parent/guardian, fellow student, community member, etc.)*:

_____

☐ I prefer to remain anonymous. *(The district will investigate all allegations of bullying, but it is more difficult to follow up on anonymous reports.)*

Bullying frequently involved repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.

Did you witness this incident? Yes No

If no, provide the specific information as to how you found out about this incident:_____

_____

_____

_____

Details of Incident

1. Date and time the incident took place: Date:_____ Time:_____
   (*If the exact date and time are uncertain, provide an approximate date and time.*)

2. Where did the incident take place? (*Be as specific as possible. For example, instead of "the middle school," specify "the sixth-grade section men's bathroom at the middle school."*)

   _____

   _____

   _____

3. Please provide as much of the following information as possible for each student who was the target of the bullying:

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

4. Please provide as much of the following information as possible for each student who was engaged in the bullying behavior:

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

_____ DES CMS FHS
Name of Targeted Student Grade Level School of Attendance

5. List the names of others who witnessed or may have witnessed the incident:_____

_____

_____

_____

6. Please describe the incident. (*Include as much detail as possible. Do not "clean up" anything that was said or done. If inappropriate language or gestures were used, include the exact language and describe the exact gesture used.*)_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

7. Is there any other information you believe is relevant for the district to know when investigating this incident?_____
_____
_____
_____
_____
_____
_____
_____

This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, e-mails, or photos. <u>If the bullying includes sexting, nudity, or inappropriate images of a minor, please do NOT copy, download, or further distribute images!</u> Instead, show the evidence to the principal immediately so that appropriate action can be taken.

A copy of this form should be submitted to:

Title:_____
Address:_____
E-mail:_____ Fax:_____
You may also provide information over the phone:_____ (phone number)

Once received, this form will be forwarded to the appropriate staff member for further action.

Student Discipline

General Statement

The Fayette R-III School District believes that schools are established for the education of the individual and the improvement of society. The district also believes one of the major functions of our schools is the preparations of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective of the policy of the Fayette R-III School District to recognize, preserve, and protect the individual rights of all students, and yet at the same time, encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and continuing school program. Therefore, in order to clearly understand and set forth the guidelines of student behavior in the schools, the following rules and regulations have been adopted by the Fayette R-III Board of Education for use in grades 6-8.

Per Board Polity JGA-2: Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the district shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion and restraint is not a violation of this policy.

The following are descriptions of prohibited conduct, as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

The following list of offenses is not exhaustive. The district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.

In all situations where a student is sent to the office for disciplinary reasons, the parent/guardian will be notified by phone or email.

Academic Dishonesty: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; utilizing artificial intelligence without teacher permissions; and other misconduct related to academics.

Alcoholic Beverages, Drugs, or Narcotics (see Board policies JFCH and JHCD): A student shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mind-altering chemical, or intoxicant of any kind while on school property, a school-sponsored trip, or school activity (home or away).

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, if placed in the control of school personnel, (teacher or school nurse). Over the counter drugs, such as pain relievers, cough drops, inhalers, etc. shall be placed in control of a teacher or school nurse. If in doubt, call the school nurse or office.

As these offenses are extremely dangerous to both the individual and society, a student's disciplinary record will be kept for the length of time he/she attends the Fayette R-III Schools, and the student will be subject to sequential disciplinary actions. Simply stated, this means that a student does not begin each year with a clean record for failure to comply with the prohibition against all alcoholic beverages, unauthorized drugs, and narcotics.

Any staff member having reason for suspecting drug, alcohol, or narcotic abuse by a student should inform the principal. The principal will investigate the situation, and if warranted, will call the parent and express concern.

Arson: Starting or attempting to start a fire or causing or attempting to cause an explosion.

Assault:

A. Attempting to cause injury to another person or intentionally placing another student in reasonable fear that physical injury is likely to happen or physically injuring another person.
B. Attempting to cause serious physical injury to another person; killing or causing serious physical

injury to another.

C. Verbal (see swearing or use of unacceptable language)

Boisterous Conduct: Engagement in horseplay activity, including but not limited to: shoving, kicking, pushing, invading personal space, and loud arguing.

Bullying / Harassment (see Board policy JFCF): Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

Bus Misconduct(see Board policy JFCC and regulation JFCC-R): Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

Cafeteria Misconduct: Behavior that disrupts the safe, clean, orderly, and respectful operation of the cafeteria, including but not limited to throwing food or drinks, playing with food, intentionally making messes, tampering with another student's food or tray, pouring liquids or placing unwanted items on another student's tray, failing to remain seated without permission, excessive movement around the cafeteria, screaming, yelling, or other excessively loud behavior, and any other inappropriate conduct that creates a disruption, safety concern, or unsanitary environment.

Cell Phones and Non-Academic Electronic Devices: Students will not be allowed to use cell phones and non-academic electronic devices before school and during the school day. Upon arrival at school (7:30am) until the end of the school day (3:30pm), **students are not to have cell phones and non-academic electronic devices in their possession.** If a student brings a cell phone or non-academic electronic device to school, they are to be turned off prior to entering the school building and kept in the student's locker. Students who use cell phones and non-academic electronic devices after the regular school day will be expected to use them in an appropriate manner; students found to be using a device inappropriately will be in violation of this policy. Students found using and/or in possession of a cell phone and/or non-academic electronic device during the times listed above will be considered in violation of this policy. Students who violate this policy will be required to turn over their device to the supervising adult and will be kept in the middle school office until the student's parent/guardian picks the device up starting at the second offense. For the first offense, the student may pick their phone up from the office after school dismissal. Items that might detract from the normal educational process should not be brought to school. These items include, but are not limited to: electronic games, audio equipment, non-wired earbuds/headphones (airpods), iPods, MP3 players, Smart Watches, watches carrying calling/texting capabilities, and communication devices such as cell phones. ***The school district is not responsible for lost or stolen cell phones/non-electronic devices, as students are to have these off and kept in their locked, assigned locker.***

Any student who refuses to submit their cell phone and/or non-academic electronic device to the school official requesting will be assigned an automatic addition of OSS on top of the violation consequence assigned for the cell phone/device usage.

Dangerous Items: Possession of explosive devices or objects that can reasonably be considered dangerous through method of its use or function. Threats of possession of any fireworks or other dangerous items on school property, during school hours or school activities, also fall into this category. These items may be considered weapons and as such may be subject to disciplinary action as required by law and Board policy.

Defiance of Authority: Refusing to follow reasonable directions of school authorities or deliberately disobeying school rules and policies.

Dishonesty: To act dishonestly, to deceive, or convey a false impression, or withholding information when questioned by school personnel.

Disrespectful Conduct or Speech: Inappropriate behavior or behaving as a nuisance by being offensive to public order of decency and/or any oral, written, and/or nonverbal language which is offensive and not acceptable on school premises. The building principal determines what is or is not appropriate language.

Disrespectful Conduct or Speech toward Faculty/Staff: Inappropriate behavior, any oral, written, and/or nonverbal language directed toward a faculty/staff member which is offensive and not acceptable on school premises. The building principal determines what is or is not appropriate language.

Disruptive Conduct or Speech: Any conduct or behaviors that do not follow classroom expectations and/or impedes the learning or that interferes with the classroom/school environment, and/or any oral, written, and/or nonverbal language which does not follow classroom expectations, and impedes the learning of others or that interferes with the classroom/school environment.

False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

Fighting: An open hand-to-hand conflict, usually between two or more persons in which blows are exchanged and anger displayed. A fight is an assault in the third degree and a report to authorities is required by law.

Leaving School Property: Exiting the school building after arrival at school, without the permission of school faculty/staff.

Out of Assigned Area: Being in an area of the school building in which the student does not have direct permission to be from school faculty/staff.

Physical Aggression: Intentional or aggressive physical behavior directed toward another person or involving objects that creates a safety concern, intimidation, or disruption, but does not rise to the level of fighting. This may include aggressive actions such as throwing, slamming, or forcefully handling objects in anger.

Profanity: The use of vulgar, obscene, or inappropriate language, gestures, or expressions on school premises or during school activities, excluding profanity specifically directed at a staff member.

Public Display of Affection: Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

S**exual Harassment** of employees, volunteers, student teachers, and/or students is strictly prohibited in Clark Middle School and the Fayette R-III School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical sexual conduct. (See policy AC and regulation AC-R.)

Tardiness: Failure to come to class on time prepared to go to work on the class assignment. These counts are taken each quarter, within each class.

Technology Misconduct (see Board policy EHB and regulation EHB-R): Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or etiquette rules governing student use of district technology.

Theft: Taking, or trying to take, or being in possession of things that were taken or items not belonging to that person.

Threats or Extortion: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Tobacco and/or Vaping Distribution/Possession/Usage (see Board policies AH and JFCG): Parental conference upon the return of the student to class with the administrator exercising other disciplinary options.

No student shall carry or use tobacco and/or vaping products:
(a) in any school building or on school property at any time; or
(b) on any school bus; or
(c) during or after school activities, both home and away.

Truancy: (see Board policy JEDA): Being absent from school or a class without the permission of both the school and/or the parent; having excessive non-justifiable absences, even with the consent of parents/guardians. The proper authorities will be notified. The attendance policy (JED) also discusses truancy.

Vandalism (see Board policy ECA): The willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or student.

Weapons: (see Board policy JFCJ)

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; or any instrument or device used to inflict physical injury to another person. Report to authorities is required by law.

B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

Clark Middle School Discipline Matrix

Offense	1st Referral	2nd Referral	3rd Referral	4th Referral
Academic Dishonesty-Progressive Discipline with 0 credit	Friday Detention	1 day ISS	2 days ISS	3 days ISS
Arson	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO
Assault with intent to do bodily harm (to include sexual assault)	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO
Boisterous Conduct or Horseplay	Friday detention	1 day ISS	2 days ISS	3 days ISS
Bullying/Harassment See board policy (JFCF)	1 day ISS	2 days ISS	1 day OSS	3 days OSS
Cafeteria Expectations	Friday detention and assigned seating	1 day ISS	2 days ISS	3 days ISS
Cell phones and non-academic electronic devices	Friday detention	1 day ISS	3 days ISS	4 days ISS
Cell phones and non-academic electronic devices - refusal to submit	1 day OSS	2 days OSS	3 days OSS	5 days OSS w/ referral to Superintendent/JO
Dangerous Items- Possession	1 day OSS	5 days OSS	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO
Defiance of Authority	Friday detention	1 day ISS	2 days ISS	3 days ISS
Dishonesty	Friday detention	1 day ISS	2 days ISS	3 days ISS
Disruptive Conduct or Speech	Friday detention	1 day ISS	2 days ISS	4 days ISS
Disrespectful Conduct or Speech toward Faculty/Staff	1 day ISS	2 days ISS	3 days ISS	1 day OSS
Disrespectful Conduct or Speech	Friday detention	1 day ISS	2 days ISS	3 days ISS
Drugs/Alcohol- Possession/Sale/Purchase/ Distribution/Consumption of illegal or controlled substance or alcohol	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO
False Alarms	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO	10 OSS w/ referral to Superintendent/JO
Fighting with fist/hands/feet	5 days ISS	4 days OSS	8 days OSS w/ referral to JO	11-180 days OSS w/ referral to Superintendent/JO
Leaving School Property	1 day OSS w/ referral to JO	2 days OSS w/ referral to JO	5 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent/JO
Out of Assigned Area of School	Friday Detention	1 day ISS	2 days ISS	3 days ISS
Physical Aggression	1 day ISS	2 days ISS	3 days ISS	5 days ISS
Profanity	Friday detention	1 day ISS	2 days ISS	3 Days ISS
Public Display of Affection	Friday Detention	1 day ISS	2 days ISS	1 day OSS
Repeated Referral after 4th Offense for most offenses	3 days OSS	4 days OSS	5 days OSS	7+ days OSS w/ referral to Superintendent/JO
Sexual Harassment	2 days OSS w/ referral to Superintendent/JO	3 days OSS w/ referral to Superintendent/JO	5 days OSS w/ referral to Superintendent/JO	10 days OSS w/ referral to Superintendent/JO
Tardies-Per quarter (after 4th tardy)	Friday detention	1 day ISS	2 days ISS	3 days ISS
Technology Misconduct	Restitution, Restrictions	1 day ISS, Restitution, Restrictions	2 days ISS, Restitution, Restrictions	3 days ISS, Restitution, Full loss of Technology
Theft	1 ISS, Restitution	3 days OSS, Restitution	10 days OSS, referral to Superintendent/JO, Restitution	10 days OSS, referral to Superintendent/JO, Restitution
Threat to Teacher(s)	5 days OSS w/ referral to JO	7 days OSS w/ referral to JO	8 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent/JO
Extortion to Teacher(s)	5 days OSS w/ referral to JO	7 days OSS w/ referral to JO	8 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent
Threat to Student(s)	3 days OSS w/ referral to JO	4 days OSS w/ referral to JO	6 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent/JO
Extortion to Student(s)	3 days OSS with referral to JO	4 days OSS w/ referral to JO	6 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent/JO
Tobacco/Vaping - Possession and/or Use	5 days OSS w/ referral to JO	7 days OSS w/ referral to JO	8 days OSS w/ referral to JO	10 days OSS w/ referral to Superintendent/JO
Truancy	Friday detention	1 day ISS	3 days ISS	4 days ISS

Vandalism	2 days ISS, Restitution	1 day OSS w/ referral to Superintendent/JO, Restitution	5 days OSS w/ referral to Superintendent/JO, Restitution	10 days OSS w/ referral to Superintendent/JO, Restitution
Weapons-Possession of or use of	10 OSS w/ referral to Superintendent	10 OSS w/ referral to Superintendent	10 OSS w/ referral to Superintendent	10 OSS w/ referral to Superintendent

Focus Room

The Focus Room at CMS will serve as a safe location for CMS students not meeting school expectations as they await processing with building administration. The Focus Room may also be utilized as an area for CMS students receiving Tier 3 behavior support to safely refocus as determined appropriate by a school-developed intervention/behavior plan. Students who are on a school-developed intervention/behavior plan will spend no more than 15 minutes in this area before returning to class.

The Focus Room is teacher/administrator-assigned and is not a location open for student self-assignment. Any student in the Focus Room who was not assigned this location by a teacher or administrator will be found in violation of the CMS truancy policy and disciplined per the appropriate offense on the CMS Discipline Matrix.

The Focus Room at CMS is **NOT** an area to:

- complete classwork
- complete missing/makeup assignments
- escape

In-School Suspension (ISS)

In-school suspension (ISS) has been created to provide an administrative alternative to out-of-school suspension. ISS for CMS students is served in the high school ISS room.

ISS Daily Procedures:

Students assigned to ISS should report to the CMS Main Office upon arrival at school for review of expectations, assurance of resources, and transfer to the ISS room. Students serving ISS will not be allowed to participate in extracurricular activities, including assemblies, sports practices/games, or any other after school activity until the suspension period is completed in full.

Students should bring the following:

- Binder for each class
- Writing utensil
- Any missing/makeup work
- Independent reading book

Students should not bring the following:

- Chromebook
- Cellphone
- Non-academic electronic device(s)

Students who bring a Chromebook, cellphone, and/or non-academic electronic device to school any day they are assigned to ISS will be required to power off the device(s) and leave the device(s) in the CMS Main Office with the building principal until dismissal.

All classwork will be brought to the CMS Main Office by 7:45am for students who have been assigned to ISS. This work will be taken by the student to ISS as is expected to be completed to the best of the student's ability. Work not receiving full-effort from the student will be redone before submission.

Any student not meeting all ISS expectations during their assigned period will be required to repeat their assigned consequence until they are able to meet all of the following expectations:

ISS Expectations:

1. Students must report to the CMS main office by 7:50am Once escorted to the ISS room by administration, or a designee, students are not permitted to leave the ISS room for any reason other than approved reasons by administration or the ISS teacher.
2. Cutting ISS is considered truancy and the student will receive the next step on the discipline matrix for this infraction.
3. Students must have all necessary materials with them BEFORE entering the ISS room. Locker use is NOT permitted at any time during the day. NO EXCEPTIONS!
4. Students must complete all work given to them. It is an expectation for students to complete BOTH classroom and ISS assignments. Students will work continuously the entire day.

5. TALKING IS NOT ALLOWED IN ISS! If a student has a question or problem, they should raise their hand and wait patiently for the teacher to assist.
6. Students must remain in their assigned seat, facing forward at all times unless given permission by the ISS teacher and/or administration to be up. Students must SIT PROPERLY in their chair. Leaning back, slouching, putting heads down, and/or sleeping is NOT allowed.
7. Students are not allowed to have gum, candy, food, or drink in ISS.
8. Writing or passing notes is not allowed in ISS.
9. No electronic devices will be allowed in ISS; possession of such devices will result in OSS for the remainder of the assigned consequence.
10. Study areas should not be marked on or drawn on. Study carrels will be checked for vandalism at the end of each day. Students who vandalize their study carrel, or other property in the ISS room, will be responsible for any and all damages to the area.
11. Students must make up all time missed if they are absent from ISS.
12. Misbehavior will not be tolerated.

Guidelines for ISS are as follows:

1. Parental notification.
2. The superintendent and building principals are the only school personnel who can assign ISS. The maximum number of days a student can be assigned to ISS by a building principal at one time is ten (10). The superintendent has the right to assign more days.
3. Students will report directly to the CMS Main Office upon their arrival at school. Students who eat breakfast should grab a sacked breakfast and head to the CMS Main Office immediately after purchase.
4. Student absence is the only excuse for not serving an ISS assignment. A student who is absent will make up their ISS assignment immediately upon their return to school.
5. Students who report to the CMS Main Office late for ISS (any time after 7:50am), will serve that day of ISS plus an additional day of ISS.
6. The student's school work will be taken to the CMS Main Office each morning by 7:45am each day of a student's assigned ISS. This work will be taken by the student to ISS. Class assignments will pertain directly to the learning objective of the day in each class. Credit will be given for the quality of student work.
7. Students will be escorted from CMS to the high school ISS room each morning by school personnel after all expectations have been reviewed and students have been checked for items not allowed in ISS as well as required items.
8. Students in ISS will be assigned to an independent study area.
9. Students not meeting all ISS expectations during their assigned period will be required to repeat their assigned consequence until they are able to meet the expectations highlighted above.
10. Students who severely violate the ISS guidelines will be suspended (OSS) for the full length of the time designated by the original rule infraction.

There will be supervised restroom breaks during the course of the day, and a lunch break will also be taken. TALKING IS NOT ALLOWED DURING LUNCH AND RESTROOM BREAKS! Students are welcome to bring their own lunch and store their lunch box with the ISS teacher until the scheduled time.

Students cannot participate in assemblies, field trips, athletic activities, or any other school related activity on days assigned to ISS.

Out of School Suspension (OSS)

A student can be placed on Out of School Suspension by the principal for as few as one (1) day and for as many as ten (10) consecutive school days. During a period of OSS the student is not authorized to attend school, be on school property, or participate in any school-sponsored activities. Students may complete assignments to understand the content, ***but no credit will be given for assignments while students are placed on OSS. Students can make up tests or projects.*** OSS is the most severe disciplinary action with the exception of being formally expelled from school by an act of the Board of Education. Any suspension of school for more than ten (10) consecutive school days will come from the Superintendent of Schools. Parents/Guardians of students suspended for more than ten (10) school days

may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing. A student who is suspended from school may not be within 1,000 feet of the school.

*** Decisions made regarding student discipline will be at the discretion of administration. ½ day of ISS may be substituted for Friday detention upon discretion of administration.**

Safe Schools Act

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent for, but not limited to the following actions: first or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

All of the above offenses are criminal acts; legal authorities will be notified after each offense.

Weapon examples are as follows: Firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, or any other implement that is used to harm another student.

Discipline and suspension policies or procedures have been written and will be implemented beginning the first (1st) day of school.

If you have any questions regarding the compliance with the Safe Schools Act legislation, please contact the Superintendent of Schools, 705 Lucky Street, Fayette, MO 65248, or telephone 660-248-2153.

Hazing

Hazing will be considered harassment in the discipline policy. Hazing is defined as any activity that 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, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. (**see Board policy JFCF)**