

Cainsville R-1 School District  
PO Box 108  
Cainsville, Missouri 64632  
(660) 893-5213

Dear Parents and Students:

Welcome to the Cainsville R-1 School District. We hope your summer was enjoyable and you are looking forward to the new school year.

This handbook has been prepared for your information and convenience. It contains the information parents and students often seek concerning the school district. If there is any information you need regarding the school that is not in this handbook, feel free to contact the school by telephone or stop in. You are also encouraged to make suggestions for future handbooks.

Please read this handbook and keep it available for reference throughout the school year. The staff of the Cainsville R-1 School will do its utmost to provide a quality education and a meaningful, enjoyable school year for each student. Parents are encouraged to monitor their students' progress and contact the school when questions arise. Teacher Certificates are made available upon request in the school office.

Thank you for your support of the Cainsville R-1 School. We hope you and your student(s) have a great year!

Dick Smith  
Superintendent

Kristi Reeder  
Secondary Principal

Mike Booth  
Elementary Principal



## Cainsville R-1 School District School Board and Administration

Jody Ledgerwood  
 Randall Booth  
 Diane Thomas  
 Dawn King  
 Ed Mercer  
 Mike Sobotka  
 Toni Wilson  
 Richard Smith  
 Mike Booth  
 Kristi Reeder  
 Sue Willis

President  
 Vice-President  
 Treasurer  
 Secretary  
 Member  
 Member  
 Member  
 Superintendent  
 Elementary Principal  
 High School Principal  
 Secretary

### Cainsville R-1 School

‘Mid the schools of old Missouri  
 Stands our dear old CHS  
 We are ever loyal to her  
 And we pray that she’ll be blest  
 As we think and plan the future  
 For our dear old CHS  
 We are ever standing for her  
 And we wish her the best.

‘Mid the schools of old Missouri  
 Stands our dear old CHS  
 As she shelters, guides, and leads us  
 May our hearts be fond and true  
 To our dear old Cainsville High School  
 We salute and pledge our faith  
 Cainsville High School, Cainsville High School,  
 How we love and honor you.



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## District Goals 2012-13

1. Encourage student achievement and citizenship through:
  - a. use of a student recognition program sponsored by the staff.
  - b. planning professional development activities that focus on MAP and achievement testing in all areas.
  - c. continuation of an at-risk program that includes tutoring for students in need.
2. Continue expanding classroom instructional use of technology by:
  - a. holding technology workshops in the district and having staff attend workshops outside the district.
  - b. scheduling specific computer lab times for elementary and secondary classes.
  - c. continuing to purchase computers and other technology equipment for use in the classroom.
3. Improve communications with the patrons and parents of the school district through:
  - a. sending district information/calendars once a month.
  - b. sending special letters when special events take place.
  - c. provide up-to-date school information on the school website.
4. Implement the state mandated reading/retention program requirements by:
  - a. informing the staff and parents of the law's requirements.
  - b. continuing a tutoring program to assist students who are not meeting reading requirements.
  - c. continue to implement the district summer tutoring program.
  - d. provide after school reading program.
5. MSIP/CSIP identified items:
  - a. continue district efforts in areas of identified strengths.
  - b. reevaluate and develop CSIP goals/objectives, strategies, and action steps.
  - c. address district concerns as identified by MSIP Review/CSIP Plan.



## **Cainsville R-I School Educational Philosophy / School District Mission**

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein submitted to by the board of education shall be a guide in determining the policies, rules, and regulations of the district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the schools, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of those is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading; oral and written communication and mathematics. It is, therefore, the responsibility of the Cainsville R-I School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development.



## GENERAL PROCEDURES

### ***School Time***

School starts at 8:15 a.m. and dismisses at 3:15 p.m. On the days when school is dismissed early for any reason, the dismissal time will be 12:50 p.m.

### ***School Website***

The school website can be accessed at <http://cainsville.k12.mo.us>. Check here for activity schedules, calendar, handbook, parent access to Lumen, student pictures, and more!

### ***Student Pictures / Work***

Student pictures and work will occasionally be displayed on the school website, throughout the building, and for publication. If you do NOT want your student's pictures or work displayed, please notify the school principal.

### ***Asbestos Notification***

In December of 1988, the Cainsville R-1 School District established an Asbestos Management Plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the district's buildings. These areas are currently being maintained to ensure that all students and employees of the Cainsville District are provided a safe and asbestos free environment.

The inspections and the findings of these inspections are on file and available for public review at the administrative office of the school.

### ***Calendar of Events***

The official school calendar will be maintained in the central office of the school. If a student or faculty member wishes to schedule an activity which involves the use of the school building or any school equipment, it should be scheduled on this calendar. The calendar can also be viewed on the school website.

### ***Cancellation of School***

School cancellation due to inclement weather or other emergencies will be announced over KAAK radio of Bethany, Missouri (95.5 FM or 870 AM) and KTTN radio of Trenton, Missouri (92.3 FM or 1600 AM). If severe weather occurs after school is in session the school will contact the radio station and they will announce information as needed.

### ***Child Abuse Reporting***

Missouri State Law requires certified school employees to report to the Division of Family Services all instances of suspected child abuse involving students.



Child abuse is defined as any non-accidental physical injury suffered by a person 18 years of age or under resulting from acts or omissions of parents, guardians, or persons legally responsible for the child.

Students may report any undue abuse or physical injury to classroom teachers or a principal.

### ***Church Night***

Each Wednesday is designated church night in our community. The district will make every attempt not to schedule events on Wednesdays after 6 p.m., however, it may occasionally be necessary for the district, the HDC Conference, or the state to schedule events on Wednesday.

### ***Conditions Requiring Notes from Parents***

Parents must send a note to school if:

- 1) A child's physical activities should be restricted for a period of time.  
Examples would include limited PE activities or staying inside for recess.
- 2) A child needs extra restroom privileges.
- 3) A child needs medication administered through the school office.
- 4) A change of address, telephone number, place of employment, or child's babysitter has been made.
- 5) A child has a doctor or dental appointment during school hours.
- 6) A child was absent from school for any reason so that make-up work may be allowed.
- 7) A child is not riding the bus home as usual or if the student is leaving school to go somewhere other than home. If a student is staying regularly for an activity one note to the office will be sufficient.

### ***Conferences with Parents***

Parent/teacher conferences will be held at the end of the first and third quarters between 2:00 and 6:00 p.m. Elementary teachers will make every effort to schedule conferences at a time convenient to the parent. High school teachers will be available throughout the afternoon.

The purpose of any conference is to provide opportunities for the following:

- 1) Further enlist parent-teacher cooperation, to establish home-school relationships, and to get to know each other.
- 2) To contribute to the better understanding of your child and to exchange ideas, suggestions, questions, and information in a cooperative way.
- 3) To help children with their problems before the difficulty of adjustment becomes intensified.

### ***Dismissal Precautions***

The Cainsville R-1 School District is legally responsible for the safety of its students during the school day. Staff members shall not excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his/her designee.



The following procedures will be adhered to:

- 1) The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian (Extenuating circumstances may be considered).
- 2) Telephone request for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- 3) Children of single parent families will be released only upon the request of the custodial parent; i.e. - the parent whom the court holds directly responsible for the child and who is identified as such on the school record.

Additional precautions may be taken by the school administration appropriate to the age of the students and as the need arises.

### ***Safety Drills***

The Cainsville R-1 School District will, from time to time, conduct safety drills. The drills will be conducted in conjunction with state and local guidelines with prior notice in order to make them more effective.

Drill procedures are posted in every room.

### ***Signing In***

ALL visitors to the school must sign in at the office. This includes parents, salespeople, former students/graduates – anyone not attending school or employed by the school. Students will be called to the office to meet any visitors if required. Visitors are not to visit classrooms unless instructed to do so.

Signing in helps keep our school safe. Thank you for your cooperation.

### ***Lockers***

Lockers will be assigned to students upon registration. Locker numbers will be kept by the Principal and central office. Students are responsible for keeping lockers clean and orderly. The school will not be responsible for loss of any article that is missing from a locker.

Lockers are the property of the school district and may be checked (inside or out) periodically. Students may place locks on lockers, however, a key or combination must be provided to the principal. Locks are not provided by the school.

### ***Items of value***

Occasionally items of value are reported as missing. In order to solve such problems, items of value that are not required to be brought to school, such as CD's, any electronic equipment, etc., need to remain at home. If items of value are required, do not leave them unattended at any time. They may be locked in lockers or checked in with a staff member if they agree to do so.





## ***Lost and Found***

Lost and found articles should be taken to the office as soon as possible. Those items which are found will be returned through the office upon request by its original owner. The school system accepts no responsibility for lost or stolen articles. This includes valuables left in locked lockers. The school encourages all students to keep their lockers locked at all times .

## ***Students Leaving Class***

A teacher, administrator, or counselor requesting to withdraw a student from class may have this student only with the consent of the teacher in whose class he/she is assigned.

Students should not be allowed to leave class during a test.

Students visiting the office during class need a pass from the teacher or a request from the office.

## ***Telephones***

Students and teachers will be called to the telephone during class in emergencies only. In most instances, the party calling will be requested to leave a number or a message. The student or teacher will be given this information at the end of a class period or the end of the day. Students may use the phone during their free time.

## ***Chain of Command***

If you should have a problem with a class or other school issue, please visit with the people involved (Note: always check in at the office as previously indicated). Start with the teacher or sponsor, then go to the principal, then the superintendent, and finally, the Board of Education.

## ***Assemblies***

Assemblies may be held throughout the school year. During an assembly, students should follow these rules:

- 1) Sit with your class. Do not change seats without permission from your teacher.
- 2) Be quiet and courteous when you leave the auditorium. Never run or shove when you enter or leave.
- 3) Be courteous. Do not whisper or talk while a program is in progress.
- 4) Applaud politely and avoid excessive applause. Too much applause ceases to be a courtesy and becomes rudeness.
- 5) When leaving the assembly, always leave in progressive order (Kindergarten through 12), unless directed otherwise by an administrator.
- 6) Students are expected to attend all assemblies.

## ***Bulletin***

A daily bulletin will be issued each morning giving the proposed activities, announcements, and other information to students and staff. These bulletins will be read to the students, posted in the lower and upper halls, and placed on the school's website.



Anyone who wishes to have an item placed in the daily bulletin must turn the item in to the school office by 3:00 p.m. on the day before it is to appear.

### ***Searches***

The School administration and teachers shall have the right to search lockers, books, or any other personal belongings of any student, under their supervision, if they are suspected to be in violation of this handbook. Searches may occur as often as necessary whether during a school event, formal or informal, whether at the school or a school sponsored function, home or away. This may include the use of a canine unit (drug dog) from a law enforcement agency.

### ***Police***

The fullest possible cooperation will be given to law enforcement officials and Division of Family services personnel who appear at school to question children. The child and his/her status in school will be protected.

Children will not be released to the custody of law enforcement officials without permission of the parent or a warrant or court order that must be honored.

Students will not be allowed to talk with law enforcement officials at school until the parents of the student in question are notified and parental consent is given.

The principal will be present during questioning.

### ***School Plays***

Students in grades 7-12 may participate in the school play(s) by becoming a part of Cainsville's Drama Club. This is considered an extra curricular activity, therefore, eligibility guidelines will apply.

### ***Automobiles***

Traffic on the school grounds is as serious as on the highway. The speed limit on campus is 5 MPH. Anyone speeding and/or not abiding by the prescribed standards will lose the privilege of driving a car to school and the Missouri State Highway Patrol may be informed.

Before a vehicle can be brought on campus, the student must submit a Driving on Campus Permission form which includes insurance policy name and number, number of the student's driver's license number, and vehicle license number. The form must be signed by the student and the parent and returned to the office.

Students who have permission to drive to school must:

- a) Park in the designated areas upon arrival at school. Student parking is the east side of the playground
- b) Stay out of their automobiles during the noon hour and during the day
- c) Refrain from doing mechanical work on vehicles during school hours



Once a student has arrived at school, the student is considered “at school” and the above rules apply. When leaving school, students are required to leave via the north drive past the Ag building.

If a student’s license becomes revoked, that student will lose driving privileges on school grounds.

## **Sick and Injured Students**

### ***Accident/Sick Policy***

When a student is injured or becomes sick during the school day, every effort will be made to contact a parent. A parent is expected to report to school as soon as possible and provide the necessary transportation to take care of the student. The school is not allowed to give any medical treatment other than first aid. In case of serious emergencies, students will be transported to the hospital.

When the parent has no telephone every effort will be made to find a member of the family, a relative, or someone designated by the parent who will assume responsibility for the student.

If no one can assume responsibility for the student the student will remain at school until proper arrangements can be made.

### ***Homework for ill or injured students:***

The following procedure should be followed to receive daily assignments for students who are ill at home and unable to come to school:

- 1) Request, by telephone or note, should be made to the school by 8:15 a.m.
- 2) The homework may be picked up at the end of the day in the office if teachers are given ample time to prepare it.

## **VO-TECH AND WORK RELEASE**

### ***Vocational Technical School***

Students attending Cainsville R-1 School who are interested in vocational or technical training may apply to attend the North Central Career Center in Bethany, Missouri. Applications are made at the beginning of the student’s Junior year with the counselor.

All students who plan on participating in the Vo-Tech program should plan their 4-year class schedule during their Freshman year so that all state and district graduation requirements can be met prior to graduation. Students attending the Vo-Tech program can earn a total of 1.5 credits per semester which equates to a total of 3 credits per school year. Students will be required to



become familiar with all policies of the Vo-Tech School and must meet all standards as defined by that school.

It will be the policy of the Board of Education to exempt Vo-Tech students from local graduation requirements should a conflict in class schedule make it impossible for the student to enroll in locally required classes. Students cannot be exempted from state requirements.

Students must ride school transportation to and from Vo-Tech unless written permission from Cainsville School administration, the Vo-Tech bus driver, the Vo-Tech school, and parent/guardian is provided. All students will be required to be on time for the bus both to and from the Vo-Tech school.

Students must maintain a grade of C or higher at Vo-Tech. If a student receives a semester grade below C, he/she will not be allowed to return the following semester.

When students return to school, they are to go directly from the bus to the cafeteria.

### ***Work Release***

Students may earn a maximum of two (2) credits towards graduation under the work release program. The work release program is confined to seniors only. Students must average a minimum of ten (10) hours of work per week per credit for the entire duration of the school year. All students in the work release program will be under the supervision of the work release teacher-supervisor, principal, or counselor. All students who plan on participating in the program must plan their under class schedule so that all state and district graduation requirements can be met prior to graduation. This will require a careful four-year graduation plan with the school counselor which must begin during the freshman year. All grades will be based upon reports received from employers, attendance, and homework. All students involved in the work release program will not be permitted to stay on campus during their work release schedules. Work release students must either report to work or report and stay home during their work release schedule. Work release students are restricted to two class periods per day.

### ***Job Shadowing***

Job Shadowing assignments must be in a career field the student plans on entering following high school graduation. All Job Shadowing assignments will be set up through the counselor.

## **ADMISSIONS / ENTRANCE / WITHDRAWAL**

### ***Admission of Students***

All children in the state of Missouri between the ages of six and twenty one years have a constitutional right to a public school education. All children who are entitled to a public school education as a matter of right but who do not fall within the age group of a compulsory attendance law may attend a public school on a part-time basis subject to a school district's reasonable rules and regulations.



## **Entrance Requirements**

### ***Entrance Age for Kindergarten***

To be admitted to Kindergarten in the Cainsville R-1 School District, a child must be five (5) years old before August 1.

Additionally, the child must have:

- 1) Birth certificate
- 2) Immunization records (up to date)
- 3) Social Security number
- 4) Eye exam at Optometrist office

### ***Entrance Age for First Grade***

To be admitted to First Grade in the Cainsville R-1 School District, a child must be six (6) years old before August 1.

### ***Entrance Test***

The Early Screening Profile test is taken to determine proficiency of the child entering Kindergarten. Listed below are the six categories as they appear on the test:

- 1) Number concepts
- 2) Language
- 3) Verbal concept
- 4) Paper/pencil skills
- 5) Articulation
- 6) Gross motor skills

### ***Transfer Students***

Students transferring into the district must have a Release of Records Form signed by the parent and returned to the office in order to obtain records from the former district. Students will be permitted to attend classes at CHS once records have been received and a class schedule has been obtained.

Other forms to be completed upon registration include immunization records, health records, contact information, etc.

### ***Non-Resident Tuition***

All students who live outside the Cainsville R-1 District will be charged a tuition fee established by the Board of Education which currently is \$500.00 per student or \$1,000 per family. Tuition must be paid beforehand - ½ at the start of school in August and ½ by January 5<sup>th</sup>.

Tuition for North Central Career Center for non-resident students will be paid by the parent/student, due upon enrollment. Vo-Tech tuition is set by the Vo-Tech school and students will be required to adhere to their tuition rates.



### ***Non-Resident Transportation Charges***

A charge, based on the actual per cost determined from statistics of the previous year for transportation of all non-resident students will be made payable in advance for each semester on district owned or contracted buses and no reductions will be made for any part of a month. All non-resident students must comply with the rules and regulations pertaining to transportation.

### ***Withdrawal from School***

Pupils who withdraw from school before the end of the year should follow these steps:

- 1) Bring a note signed by a parent and report your intention to withdraw to the office and notify your teachers at least one day before the day you withdraw.
- 2) Pick up a check-out slip in the office the morning of your last day at school.
- 3) Follow your regular schedule on the last day. Check in your books and have the teacher sign your check-out slips.
- 4) Return the check-out slip to the office after your last period class with signatures of all teachers, the librarian, and others listed.

## **IMMUNIZATIONS / MEDICATIONS / HEAD LICE**

### ***Communicable Disease***

In compliance with Missouri school laws, no pupil shall attend school while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. Any teacher, with the consent of the principal, may require a pupil suspected of having a disease to be examined by a physician and may exclude the child from school to eliminate any danger of the disease being transmitted by the child.

### ***Preventive Measures and Immunizations***

It shall be the duty of the parents/guardians of every student entering the Cainsville R-1 School District to furnish satisfactory evidence of required immunizations or exemption from requirements (typical immunizations include but are not necessarily limited to poliomyelitis, rubella, rubeola, and diphtheria).

Please see pages 57-59 for new and current immunization requirements for all school age children.

### ***Evidence of Immunization***

Satisfactory evidence of immunization shall be a statement, certificate, or record from a physician or other recognized health facility or appropriate personnel which states that the required immunizations have been given to the person and which verifies the type of vaccine and the month and year of administration.



It is unlawful for any child to attend school unless the child has been immunized according to state law or unless the parent or guardian has signed and placed on file with the building-level administrator a statement of exemption according to the following provision:

**Medical Exemptions:** A child shall be exempted from the immunization requirements upon certification by a licensed physician that such immunization would seriously endanger the child's health or life or if in the physician's medical judgement the child has become naturally immune to a specified disease by virtue of having had that disease.

**Parent/Guardian Exemption:** A child shall be exempted from the immunization requirements if one parent/guardian objects in writing to the building-level administrator against the immunization of the child for religious reasons. This exemption must be renewed annually and placed on file in the school immunization health records.

**Immunization In Progress:** A child may continue to attend school as long as the immunization series has been started and satisfactory progress is being accomplished according to guidelines of the Missouri Division of Health. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law.

Students **MUST** be in full compliance upon the start of school. There is **NO GRACE PERIOD**. All non complying students will be excluded from the start of school. Transfer students in noncompliance will be excluded upon beginning attendance in a given school. The school administrator will exercise his/her power of student suspension as defined in Board policies, rules, and regulations and in state law.

### ***Medication in School***

If the parent cannot be at school to administer their student's medication, the principal or the principal's designee will administer the medication in compliance with regulations that follow:

- 1) All medication – prescription *and* non-prescription – must be turned in to the office.
- 2) Written instructions signed by the parent and physician will be required and will include:
  - a) Child's name
  - b) Name of medication
  - c) Purpose of medication
  - d) Time to be administered
  - e) Dosage
  - f) Termination date for administering the medication
- 3) Parent responsibilities include:
  - a) Providing a written request to authorize school personnel to give said medication in the dosage as prescribed by the physician and thereby releasing school personnel from liability should reaction result from the medication.
  - b) Assume responsibility for informing the principal or the principal's designee of any change in the child's health or medication.
- 4) The principal or designee will:



- a) Inform appropriate school personnel of the medication.
- b) Keep a record of the administration of medication.
- c) Keep medication in a locked cabinet.
- d) Return unused medication to the parent or dispose of it properly.

The Cainsville R-1 School District reserves the right to reject a request for administration of medication.

Students observed by school personnel self-administering unauthorized medication will be reported to their parents by the principal.

A copy of this regulation will be provided to parents upon their request for administration of medication in the school.

### ***Head Lice***

From time to time we will have head lice checks by a nurse or staff member. If lice are detected the parents will be contacted. Students will need to leave school and be treated (scalp, skin, clothing, bedding, entire household, vehicles, etc.). They may return to school when evidence of treatment (box or current receipt) has been presented to the principal or nurse and upon reexamination, no evidence of nits are found. Evidence of nits requires students to be sent home from school.

## **ATTENDANCE**

### ***Attendance Policy***

All students are expected to attend school regularly and to be on time for all classes in order to achieve maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between good attendance and class success. Students having good attendance generally achieve higher grades, enjoy school more, and are more employable.

This policy designates seven (7) school day absences each semester as the maximum allowed for normal circumstances regarding regular school attendance. The seven (7) days of absence allowed are to accommodate:

- 1) Personal illness
- 2) Professional appointments that could not be scheduled outside the regular school day
- 3) Personal or family problems, including bereavement

After the 7<sup>th</sup> absence, any absence for any reason will result in Saturday school or after school time to make up the absence. The only exception is a hospital stay. A note or phone call to the office is required when returning from an absence to allow make up work.





*Parents are encouraged to schedule appointments on days that school is not in session when possible. A yearly calendar with “early outs” is included in this handbook.*

Parents should call the school by 9:00 a.m. if their student will not be attending school. If the school has not received notice from the parent, the school will contact the parent. Phone calls and notes will be entered into the student’s attendance record as documentation of time missed.

### ***Perfect Attendance***

Students with ***Perfect Attendance*** for the semester with no tardies will receive a \$25 Wal-Mart gift card. Perfect attendance means missing absolutely no time during the semester.

Students with ***Exemplary Attendance*** for the semester with no more than 1 tardy will receive a \$20 Wal-Mart gift card. Exemplary attendance means 1 day or less absence (8 class periods).

Students with ***Outstanding Attendance*** for the semester with no more than 2 tardies will receive a \$10 Wal-Mart gift card. Outstanding attendance means 2 days or less absence (9-16 class periods).

ISS counts against attendance incentives. Any hour missed for approved educational endeavor will be excused.

### ***Attendance Notification***

Attendance will be monitored and letters sent home to parents when students reach five (5) absences. Additional follow up letters will be sent as absences continue to accumulate. With the accumulation of eight (8) absences from any class period during the semester, the student will receive no course credit in that class unless extenuating circumstances increase the number of allowable absences, or time is made up during Saturday school or after school. Parents will be notified and due process rights will be given. A formal hearing may be requested. It is the parent’s responsibility to monitor the attendance of their children to help ensure students receive full credit for classes taken.

### ***Make Up Work***

One day make up time is allowed for each day of absence. (Example: Absent on Tuesday and Wednesday back Thursday all work due at 8:15 a.m. on Monday).

Students missing school on the day of a previously announced test should make up that test on the day of return if credit is to be given.

It is the student’s responsibility to ask teachers their first day back what work is to be made up and then to complete and turn in that work. *Students will not be allowed to make up work missed during out of school suspension.*



### ***Admit Slip***

An admit slip will be given to students that check in after the school day has begun.

### ***College Visit Days***

Seniors are allowed two (2) college visitation days that may be used during the school year and are to be arranged through the counselor. A note from the parent/guardian granting permission is required. When the student returns, he/she must present a note to the principal's office from the college indicating that the student had visited their school. If properly verified, the visitation days do not count against the student.

Juniors will be considered for one (1) college visit, on an individual basis.

### ***School Sponsored Activities***

School sponsored or sanctioned activities are exempt from the attendance policy. School work must be made up prior to leaving or arrangements made with teachers in order to get credit.

### ***Student Checkouts/Leaving during the School Day***

All students who leave the building during the school day for appointments or any other reason must have written, phoned, or personal permission from the parent/guardian. Parents must come to the office when picking up students and sign them out. No student may leave the building without parent/guardian permission or permission from the principal. Extenuating circumstances may be considered. Failure to check out properly will be regarded as truancy.

*The school day begins when students first arrive on campus regardless of the method (Walking, the bus, their parents, students driving, etc.)*

### ***Authority for Attendance Policies***

Attendance regulations by this School District are authorized by the Public School Laws of Missouri, Section 171.011.

### ***Student Responsibility for Attendance***

It is the responsibility of each student to:

- 1) Be aware of all requirements of the school Attendance Policy.
- 2) Be in each class every day unless involved in authorized, school-related activities or unless there is a valid excuse for the absence.
- 3) Arrive at school on time.
- 4) Report to each class on time.
- 5) When involved in school-related activities, provide teachers with the required verification.
- 6) See that each excusable absence, tardy arrival to school, and early dismissal from school is excused as outlined in the Attendance Policy.
- 7) If detained by a staff member, obtain a note of admittance to the next class from that staff member.



- 8) Check in at the office when arriving late to school.
- 9) Check in at the office when excused to leave school early.
- 10) Check in at the office when returning to school during the school day.
- 11) Ask teachers for make up work prior to participation in a school-related activity or after an absence.
- 12) Complete all make up work within time limits.
- 13) If seventeen or older and not living with a parent or guardian, or if special family circumstances exist, see the principal.
- 14) Students will be counted tardy if late to class. Tardiness of 15 minutes or less will be recorded by the teacher. 3 tardies will result in an absence for that class.
- 15) Four (4) tardies will result in a detention.
- 16) Tardiness of more than 15 minutes will be considered an absence.

### ***Skip Day***

An unauthorized Senior Skip Day, where the members of the senior class are absent from school is declared contrary to school policy. If such action is taken by the class, in violation of school policy, the privilege of senior students being excused from the final week of school (if applicable) will be withdrawn and all seniors will be required to attend school until the regular closing date for all students.

## **GRADING**

### ***At-Risk Program***

Students who are academically at-risk of failure or dropping out will

1. be identified through weekly grade reporting by teachers, and
2. be provided before and after school tutoring to obtain better grades.

### ***Bi-Weekly Grade Reporting***

Each teacher in grades 3-12 will be required to turn in grades for all students every other Monday at 8:00 a.m. These grades will be compiled and examined by the counselor. The counselor will then discuss poor grades with the student and teacher to determine why the grades are poor (poor grades = D, F, or a drastic drop in a grade such as dropping one letter grade). A letter will be sent home to parents of students with any D's, F's, or a drastic drop in grades. Borderline grades (for example, a low C) will also be examined. After school tutoring may be required.

The purposes of bi-weekly grade reporting is to alert the school, counselor, student, and parent of grade problems at an early point so the problem may be solved early.

### ***Incomplete Grades***

Students who receive an incomplete grade for the quarter will have 5 school days following quarter end to make up work. Students will have 10 days to make up an incomplete semester grade.



## ***Tutoring***

Tutoring will be available to any student who wants it. Tutoring is recommended for any student who receives a bi-weekly grade check letter.

Tutoring will be held before or after school. Tutoring is arranged mutually by the parent, student, and teacher. Tutoring is done by a teacher knowledgeable in the area tutoring is desired in. Tutoring can be used to improve a grade or to catch up on material missed due to an unavoidable absence. Tutoring is not a substitute for normal classroom effort, attention, or attendance.

Tutoring is a paid activity for teachers through the district's At-Risk funds. Logs will be maintained by teachers showing time tutored and students tutored. A+ students may be eligible to tutor other students under the supervision of a teacher.

## ***Transportation***

Parents and students are responsible for transportation to and from school when the student is tutoring. Scheduling tutoring in advance will help ease problems with transportation.

## ***Eligibility***

Eligibility for participation in extra-curricular activities is determined week by week according to grades turned in to the counselor from teachers on the bi-weekly grade check.

## ***Grades for Standardized Tests***

End of Course tests administered to high school students in the spring will account for 10% of the student's grade for the tested subject area for that quarter.

Students who receive an achievement level of Advanced or Proficient will not be required to take a final in that subject area.

# **GRADUATION REQUIREMENTS AND ADVANCEMENT**

## ***Student Classification System***

Students are to be considered a freshman, sophomore, junior, and senior according to the following classification system and for purposes associated with class meetings, class offices, and associated characteristics:

Freshman	Promotion from 8 <sup>th</sup> grade
Sophomore	7 credits
Junior	14 credits
Senior	20 credits



## ***Graduation Requirements***

Graduation requirements for the Cainsville R-1 School District shall be a minimum of 28 units of credit completed during grades nine and above.

In addition to the program of study for graduation, a student must pass a proficiency exam with at least a 70% for Missouri and U.S. Constitution tests.

No student shall graduate without having successfully completed a course of instruction of at least one semester in length on the institutions, branches, and functions of the government of the state of Missouri including local governments, the United States government, and the electoral process.

### **Regular Diploma Requirements**

English	4 Credits
Math	3 Credits
Science	3 Credits
American History	1 Credit
Government	1 Credit
Social Studies Elec	1 Credit
Practical Arts	1 Credit
Fine Arts	1 Credit
Health	.5 Credit
PE	1 Credit
Computer	1 Credit
Personal Finance	1 Credit
Electives	9.5 Credits
<b>Total</b>	<b>28 Credits</b>

### **State Requirements**

English	4 Credits
Math	3 Credits
Science	3 Credits
Am Hist	1 Credit
Govt	1 Credit
SS Elec	1 Credit
Practical Arts	1 Credit
Fine Arts	1 Credit
Health	.5 Credit
PE	1 Credit
Computer	0 Credit
Personal Finance	.5 Credit
Electives	7 Credits
<b>Total</b>	<b>24 Credits</b>

Two years (six units) of vocational technical training will satisfy six units of electives. One year (three units) of vocational technical training will satisfy three units of electives.

## ***Requirements and Guidelines for the College Preparatory Studies Certificate***

Cainsville R-I School awards the College Preparatory Studies Certificate to students who successfully complete a rigorous academic program in high school. The certificate is awarded in addition to the regular high school diploma. Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts, and meeting the requirements is voluntary on the part of the students. While the certificate is primarily intended as an incentive for college-bound students, those who are not planning to enter college also may wish to work toward earning the award.

To be eligible for the certificate, a student must meet these requirements:



1. Complete a rigorous high school program cooperatively planned by the school, the student and the student's parents. The program must include at least these units of credit:

<b>Subjects</b>	<b>Units</b>
English/Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Personal Finance	.5
Health	.5
Physical Education	1
General Electives	7
<b>Total</b>	<b>25</b>

2. Earn at least a 3.0 grade point average on a 4.0 scale, in the combined subject areas of English/Language Arts, Mathematics, Science, and Social Studies. The school may calculate GPAs for students at the end of the seventh or eighth semester of high school.
3. Score at or above the prior year's national composite average on the ACT test or SAT test. This criterion is revised annually to reflect the latest national averages from the ACT and SAT.
4. Maintain a 9-12 grade attendance rate of at least 95%.

## *Grading System*

Grade	Points	Weighted class point	Total points
A =	11 points	1	12
A- =	10 points	1	11
B+ =	9 points	1	10
B =	8 points	1	9
B- =	7 points	1	8
C+ =	6 points	1	7
C =	5 points	1	6
C- =	4 points	1	5
D+ =	3 points	1	4
D =	2 points	1	3
D- =	1 point	1	2
F =	0 points	0	0

Failing, no credit



Total points will be used to calculate grade point averages and class ranks.

A	=	100% - 96%
A-	=	95% - 90%
B+	=	89% - 87%
B	=	86% - 84%
B-	=	83% - 80%
C+	=	79% - 77%
C	=	76% - 74%
C-	=	73% - 70%
D+	=	69% - 67%
D	=	66% - 64%
D-	=	63% - 60%
F	=	59% - 0%

### ***Grading Scale (Weighted)***

Students at the Cainsville R-1 High School are encouraged to advance their knowledge by completing courses at an advanced level.

Students in grades 9-12 are eligible to complete advanced courses identified by school personnel and the Board of Education. Courses are updated on a yearly basis.

A weighted grading scale will be used on all advanced courses as defined above. All grades are to be recorded as earned. Grades for weighted courses will receive one additional honor point each semester for each passing grade as defined above for the purpose of figuring grade point average and class rank

### ***Advanced/Honor Courses Subject To Weighting***

Advanced/honor courses are identified each year by the faculty and administration. They are submitted each year to the Board of Education for approval.

Advanced courses at Cainsville R-1 are high school classes that require an above average student commitment, proficiency, and/or ability to complete. The purpose of these classes is to encourage challenging academic learning for college-bound students. The following classes are in this category, however, not every class may be offered each academic year:

Chemistry II	French 3, 4
Anatomy and Physiology	Physics
Calculus I	Algebra II
College Algebra	Accounting 2
All Dual Credit classes	



## ***ITV Classes***

ITV classes are offered as a supplement to Cainsville's regular class schedule. Some classes may be offered as dual credit.

Students taking ITV classes:

- Will display exemplary behavior. Irresponsible behavior will result in the student being removed and enrolled in a regular classroom.
- Will be expected to keep the room clean and orderly
- Are not to move/use any of the electronic equipment unless the ITV instructor gives specific directives to do so.

ITV students may have blocks of time where the ITV schedule and the CHS schedule do not coincide. During these times, students will be assigned to a specific teacher/staff member.

## ***Dual Credit / College Credit Courses***

Dual credit courses are courses offered during the school day by the school, or through ITV. If the dual credit class is offered by an approved Cainsville R-I staff person, the student will be required to pay 50% of the dual credit class. If the dual credit class is offered by an instructor from another school, the student will be required to pay 100% of the dual credit class.

Some courses may be taken for college credit via the internet. These are also taken during the school day, but are offered directly through the college. Students are required to pay 100% of the cost for the class.

Some colleges may require a certain grade point average or ACT score before college credit will be awarded.

**Honor Roll** (Note: A student will be eligible for only one honor roll.)

Students must be enrolled in seven of the nine weeks for which the honor roll stands.

## ***Excellence Honor Roll***

All A's

## ***Red and Black Honor Roll***

All B's and above

## ***Junior High Promotion/Retention Policy***

Successful completion of at least six (6) of the eight (8) semesters of the four core subjects (Math, Science, English and Social Studies) and at least six (6) of the eight (8) semesters for elective subjects is necessary for advancement to the next grade level.

Each case will be reviewed individually in cases of advancement or retention.





## ***Change of Class Schedule***

The dropping of courses or other changes in the schedule will be permitted during the first two (2) days of the school year and the first two (2) days of the second semester. Changes will be allowed with the approval of the teachers involved, the counselor, and the principal.

A student seeking a change of schedule should first meet with the teachers involved in dropping and/or adding a class. Next, the student must see the counselor for a change of schedule form. After obtaining the form, the student must get the signatures of all teachers involved in the change of schedule and his/her parents. After these signatures have been obtained, the student must return the change of schedule form to the counselor to be signed. If the change is approved by the counselor, the form is given to the principal. If the principal signs the form, the student's desired change of schedule is granted.

Extenuating circumstances will be considered by affected teachers, counselor, and principal.

## ***Books***

The Board of Education realizes that over the course of time textbooks will receive a normal amount of wear and tear. However, damages in excess of this will result in fines. Books damaged in the following ways will be assessed fines pending upon amount of damage not to exceed the cost of the book less depreciation.

Lost Book	Inappropriate Words
Broken Binding,	Lost Cover or Back
Torn/Missing Pages	

## ***A+ Program***

The A+ Program provides students who graduate from a designated A+ high school the opportunity to qualify for a state-paid financial incentive to attend a public community college or career-technical school in Missouri, if the student successfully meets the following requirements:

1. Attend a designated A+ school for 3 consecutive years prior to graduation.
2. Graduate from high school with a minimum 2.5 grade point average
3. Have at least a 95% attendance record.
4. Perform 50 hours of unpaid tutoring.
5. Maintain a record a good citizenship and avoid the unlawful use of drugs, including alcohol.
6. Score a Proficient or Advanced on the Algebra I End of Course exam beginning with the 2015 graduates. A lesser score will prohibit first semester tuition only, providing other requirements are met.
7. Male students must register under the United States Military Selective Service Act and show proof of registration.



## CAFETERIA AND MEALS

### *Cafeteria*

Each student is expected to practice general rules and keep their personal eating areas reasonably clean during lunch. Students may purchase a lunch from the school or bring their lunch from home. Students are required to eat in the cafeteria or patio area. Grades 10-12 will go directly to the cafeteria at the end of 4<sup>th</sup> hour. Grades 7-9 will go to 5<sup>th</sup> hour and will eat lunch at 12:25. Food and drinks may not be taken out of the cafeteria or designated eating areas.

### *Food and Drinks*

Food and drinks may not be carried in any halls at any times during the school day. This includes foods and drinks prepared in the lunchroom.

The juice machine will be turned on before school, during lunch, and after school.

### *Closed Noon Hour/Campus*

Students will not be allowed to leave school grounds during the school day, which begins the moment they arrive on school property. This includes lunch time. Students are also not allowed to have lunch brought to them unless arrangements have been made with the office.

### *School Lunch and Breakfast Prices*

#### **Lunch Prices:**

Elementary (K-6) - \$1.35 daily; \$6.75 per week.

Junior/Senior High School (7-12) - \$1.85 daily; \$9.25 per week.

Reduced (K-12) - .40 cents daily; \$2.00 per week.

Extra Milk - .30 cents daily; \$1.50 per week.

Juice - .30 cents daily; \$1.50 per week.

Extras: .25 cents. *Students must sign up for extras during breakfast*

#### **Breakfast Prices:**

Breakfast (K-12) - \$1.35 daily; \$6.75 per week.

Reduced Breakfast (K-12) - .30 cents daily; \$1.50 per week.

Extras: .25 cents.

## Building Regulations

### *Building Care*

Each person should take it upon himself/herself to make sure there is no paper left on the floor of the halls, restrooms, or classrooms. Rooms should be left neat and orderly. Anyone marking on walls, furniture, or equipment shall be responsible for repairing the damage or paying for it.

See below for consequences for destruction of school property.



### ***Defacing and Trespassing on School Property***

- 537.045 Willful marking upon, defacing, or in any way damaging any school property, shall be liable for the payment of that judgement up to an amount not to exceed \$300 provided that the parent or guardian has been joined as a party defendant in the original action.
- 560.090 Breaking into a schoolhouse - a misdemeanor.  
Imprisonment in county jail for 30 days to six months - Fine up to \$500
- 560.465 Trespassing upon school properties - misdemeanor.

### ***Building Hours***

The building will be open from 7:30 a.m. to 4:00 p.m. on all school days. Teachers will supervise children when arriving and leaving. Permission to enter the building before 7:30 a.m. or after 4:00 p.m. for meetings, practices, etc. must be obtained in advance. A request for the use of a classroom after hours or a practice must be made in the office. Permission will be given by the principal only. A faculty member must be in attendance at all meetings and practices.

Upon arrival, students must go to the gym or cafeteria. After eating breakfast students are to report to the gym. Students may only be on the top two floors of the building if prior arrangements with a teacher has been made, and that teacher is present.

### ***Spectator Conduct***

Students are to remain on the bottom floor during ballgames or other activities held at school. They are expected to SIT during the activity and NOT run in hallways.

### ***Gym Shoes***

Students must wear rubber soled shoes when playing on the gym floor. These must not be the shoes they wear to and from school as small bits of gravel tend to lodge in the rubber soles and scratch the floor. Students cannot play on the gym floor barefoot or in their stocking feet.

### ***Building Use***

Local, civic, religious, fraternal, patriotic, and community welfare organizations including individuals or groups interested in promoting cultural, educational, or recreational activities are eligible to use auditoriums, gymnasiums, classrooms, and other school properties provided the activities conducted or to be conducted are not contrary to public interest as determined by the Board of Directors or as provided by law.

Groups wanting to use the school facilities should make arrangements at the superintendent's office. A school official will check on the availability of the facilities by checking the official school calendar.



## ***Regulations for Building Use***

Use of school facilities will be permitted provided a rental fee is paid in advance and that proper acceptable supervision is provided and arrangements are made with the superintendent.

Use of the school building for private parties, public or private dances, carnivals, or any other meeting is allowed only with the approval of the Board. The group must follow the stipulations of the Building Use Permission Form.

The building is not to be opened at night for any reason unless someone having knowledge of lighting, heating, and other facilities is present and in charge. Such person must be the superintendent, custodian, or member of the Board of Education.

## ***Fees For Use of the School Building***

To Private Individuals- Per Day or Night	\$10.00
To Private Business - Per Day or Night	\$10.00
To Service Clubs For Meetings	No Charge
Any Organization Which Charges Admission	\$25.00
Use Of Gymnasium For Athletic Fitness, Walking, Or Jogging	No Charge

## ***Library***

The library will be a place for quiet. Reading, research, homework, catching up on newspapers or magazines, and even some private thinking are activities that belong in the library.

Students are not allowed in the library without a supervising teacher.

## ***Library Regulations***

- 1) Books may be checked out for two weeks. Magazines on display may not be checked out. Back issues of magazines may be checked out for three days.
- 2) No book that is catalogued with R may be removed from the library.
- 3) Grade cards will not be issued to students with overdue books until the books are returned or fines paid.
- 4) Books that are lost will be paid for by the person who checked the book out.
- 5) All books must be checked out if they are to be taken from the library. Library privileges will be withdrawn from any student who removes material without checking it out.
- 6) Computer users must follow the school Internet User's Policy.



## **EXTRA-CURRICULAR ACTIVITIES**

### ***Eligibility to Participate in Extra-Curricular Activities***

To be eligible to participate in any extra-curricular activity/organization, students must meet the following guidelines: (Extra-curricular activities also include all school dances)

- 1) Students will have a grade check every 2 weeks. They must have all passing grades to remain eligible. If a student has an F, they will be ineligible for one week. If they still have an F, they will be ineligible for the next week – and so on. However, *one F is allowed per semester without consequences.*
- 2) Students must meet all applicable requirements of the MSHSAA. MSHSAA eligibility requirements run semester to semester.
- 3) Students must attend a minimum of four entire class periods on the day of a scheduled school-sponsored activity, contest, practice, or meeting in order to participate.
- 4) Students must adhere to all school rules and policies while participating in extra-curricular activities.
- 5) Students must display a positive attitude and excellent citizenship/sportsmanship at all times while participating in extra-curricular activities.
- 6) Students must attend school on a regular basis. Coaches and activity sponsors will routinely check the academic and citizenship status of their students throughout the school year and especially during the scheduled season of competition. Exceptions to this policy will not be made without the Board's approval.
- 7) Students on work release will be required to check with the Athletic Director to determine eligibility requirements for extra curricular activities.
- 8) Students that miss more than 4 hours for doctor appointments, should have a written note from the doctor. Check with the high school principal for questions regarding time missed on activity days.

### ***Clubs, Class Meetings and Activities***

All student (class) organizations will have a faculty sponsor who has the power to approve or disapprove any organizational issue. The organization sponsors are chosen by the administration. Officers of an organization should be selected based on that student's character and high standards. Candidates are to be approved by the sponsor.

### ***Clubs and Organizations***

Wherever there is sufficient interest among the student body, clubs and organizations may be formed according to the following guidelines:

- 1) Permits to operate as an official school organization must be obtained from the administration.
- 2) Each organization must have at least one (1) professional staff member as sponsor.
- 3) Meeting times must be arranged during non-academic hours.
- 4) Projects and activities must have administrative approval before taking place.
- 5) Minutes of meetings will be taken and saved as records.



- 6) Receipt books for all monetary transactions must be obtained. These will be turned into the office at the end of the year.

### ***Class and Club Accounts***

All financial accounting in regard to classes and activity funds will be under the control of the class or organization's treasurer and sponsor. All accounts are subject to audit and will be carried in the school account.

Bills to be paid by classes/club organizations will be turned in to the office for payment. *All purchases are to be approved by the sponsor and administration before purchases are made.* No orders are to be filled without approval in the form of a co-signed purchase order. Co-signers will be a sponsor and/or principal or superintendent. Any orders received by the school that do not have the proper form will be refused and sent back.

Each individual student account will be kept by the treasurer and class sponsor. All fines, dues, and bills must be paid prior to senior trip and graduation.

### ***Class and Organizational Sales***

All fundraisers (including those listed below as pre-determined) must be approved by the principal.

Pre-determined money raising events for classes and organizations are as follows:

- |                 |   |  |
|-----------------|---|--|
| Senior Class    | - | Diaper league and concerts   |
| Junior Class    | - | Lunch/pop stand at all home basketball games, magazine sales   |
| Sophomore Class | - | 2 fundraisers  |
| Freshmen Class  | - | 2 fundraisers  |
| FCCLA           | - | Popcorn stand at all home basketball games   |
| FFA             | - | Fall fruit sales   |
| Athletic Dept.  | - | Gate receipts at home softball and basketball games as well as proceeds from the food stand at softball games. |
| K-8             | - | No fundraising outside of school carnival  |

### ***Activities***

All activities planned by classes must be submitted to the principal for approval. These activities include all money-making projects, other activities, and campaigns. All activities should then be reported to the office so they can be added to the school calendar.

All organizations and classes should have an organizational meeting the first week of school.

Any club or class organizing an activity which would be held away from the school premises (excluding field trips, junior-senior prom, and the senior trip) must have prior approval of the administration.



Persons from other schools may not attend class or club activities unless permission is obtained from the principal in advance. The student bringing a guest must also sign up in the office two (2) weeks in advance of the activity/dance in order to get administrative approval.

No class activities will be scheduled during the month of May.

The secretary of all class and other organizations shall take minutes of all meetings and file a copy with the class advisor.

## ***Dances***

Dances are considered extracurricular, school sponsored activities. As such, students must follow the eligibility requirements for extracurricular activities listed in this handbook.

Grade levels eligible to attend high school dances shall be considered on a dance-by-dance basis. Not all grades may be able to attend high school dances. All students who plan on attending dances must sign up prior to the dance. Outside dates may or may not be permitted to attend.

Any student who enters a dance is expected to stay; if a student leaves the dance for any reason other than an unforeseeable emergency, he/she will not be allowed to return.

All school dances will be assigned a closing time as dances are planned.

The junior-senior prom is not considered a typical high school dance and may be attended by students who have been promoted to the 9<sup>th</sup> grade. All students must sign-up to attend the prom and their date must be indicated if they choose to attend with a date.

Organizations sponsoring dances will be responsible for preparing the room or area to be used as well as cleanup. Areas must be cleaned up prior to the next school day.

## **Athletic Regulations**

Inter-scholastic athletics is recognized as an integral part of the secondary school's total educational program. The control and regulations of the program rests with the Board of Education. Such regulation will not conflict with the code of the Missouri State High School Activities Association (MSHSAA).

### ***Athletics and Weather***

In the event that the Cainsville R-1 School has dismissed school early or has not been in session for the full day due to bad weather, the superintendent has the authority to allow athletic teams to attend away events. The superintendent may make this decision if the weather improves and the roads are acceptable.



### ***Eligibility***

Eligibility for participation in extra-curricular activities is determined week by week according to grades turned in to the counselor on the bi-weekly grade checks. See Eligibility of Participate listed in this handbook).

### ***Attendance***

Any student who has attended high school eight semesters is ineligible for high school athletics.

### ***Physicals***

Cainsville school, in accordance to MSHSAA policy, shall require each student participating in athletics to have a physician's certificate stating that he/she is physically able to participate in athletic contests.

### ***Parental Permission***

All students participating in interscholastic athletics are required to provide a statement signed by the student's parents (or guardians) which grants permission for the student to participate in interscholastic athletics. The statement is to be received by the athletic director prior to the student beginning practice for any sport.

### ***Insurance***

Any student participating in athletics must carry school-sponsored insurance or proof of family sponsored insurance.

### ***Academic Standards***

MSHSAA By Law 213 provides students must be enrolled in courses which will allow them to earn 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater. Eligibility for the fall semester will be based upon a student meeting these standards during the spring semester of the previous school year.

In addition, 7<sup>th</sup> and 8<sup>th</sup> graders must be promoted and may not have failed more than two courses. Incoming freshmen, for their first semester only, must have been promoted.

### ***Outside Competition***

Any student who is a member of any high school athletic team and who participated in any non-school game or tournament (in that sport) will be declared ineligible for the remainder of that school year and for the following season in that sport.

### ***Terminating Summer Play***

MSHSAA schools involved in fall sports are reminded of the newly revised provisions of the NONSCHOOL COMPETITION STANDARD regarding athletes continuing to participate in summer programs after practice begins in that sport.





Under the new rule, an athlete who will be participating in a fall sport may begin practice with the school team in August and still continue to play in a non-school program in that sport up to the Tuesday following Labor Day or date of the school's first practice with any of its sports squads held on a school day -WHICHEVER OCCURS LATER. At that point the student would have to choose whether he/she wishes to continue with the school team OR in the non-school program.

### ***Dress***

Dress going to and from athletic events will be under the direction of the team coach. In accordance to school policy, hats will not be allowed at athletic events.

### ***School Attendance and Participation***

Any student absent from school for more than four (4) periods the day of an athletic event, not on school business or medical appointment, will not be eligible to participate in an event that night. This includes cheerleaders and dance team members.

### ***Transportation to Events***

All students representing the school in an activity will ride the team bus to and from the activity. Students may ride home with parents *if the parent is there to sign the student out*. This includes cheerleaders and dance team members.

### ***Athletic Awards***

The first year of any junior high (7-8) or high school (9-12) activity, (athletic, music, academic, drama) a student will be eligible for a letter C. The student will receive only one (1) letter even if it is his/her first year in several activities.

The student will also receive a symbol representing the activity of participation. These include:

- 1) A softball for softball
- 2) A basketball for basketball
- 3) A megaphone for cheerleading (7-12)
- 4) A pair of dance shoes for dance team (7-12)
- 5) A winged shoe for track
- 6) A lamp of knowledge for academic bowl
- 7) A lyre (choir) for vocal music
- 8) A lyre (band) for instrumental music (7-12)
- 9) A manager's pin for a team manager (7-12)

After the award of the symbol, a student will receive a bar for each additional year of participation in each of the above activities.

If a conference award and/or district/state award is received by an individual, an additional award (patch, symbol, etc.) whichever is appropriate, will be given.



The superintendent, principal and athletic director have the right to make exceptions when deemed appropriate and necessary.

Letters for boys and girls will be the same. Each player must play in at least one-half of the total quarters or innings played. Provisional letters will be left up to the coach's discretion.

Track letters will depend on the number of meets in which the school participates in the spring. The coach will announce at the beginning of the season what the requirements will be.

All student managers will receive a letter for the sport that they helped in providing they do a good enough job that the coach feels they deserve a letter.

Letter requirements are subject to change by the coach and administration. Any participant who fails to conduct himself/herself in a true manner is subject to dismissal from the team, thus forfeiting any chance for a letter.

If a player is removed from the team for any reason other than illness or injury, he/she will not receive a letter in that sport even if the required quarters, innings, or meets have been met.

### ***Release of Student Information***

The following information may be released to the public on a "need to know" basis in regard to a student of the district:

- 1) Name
- 2) Address
- 3) Participation in activities
- 4) Weight and height
- 5) Awards received
- 6) Most recent previous school attended
- 7) Parent names

Any student or parent/guardian not wanting this information released should notify the superintendent of schools in writing.

## **SPECIAL ELEMENTARY RULES**

### ***Chain of Command***

If you have a concern about a school issue, please start with the people involved and work your way up: teacher, principal, superintendent, and Board of Education. As always, check into the office first.

### ***Homework***

Students in grades K-6 need to have homework completed the day after it is given unless otherwise stated. Students will do the work, if not done, during recess time. The work is due at class time.



### ***Extra Help***

Teachers in grades K-6 will work with students before and after school if students and parents so desire. Advance arrangements must be made.

### ***Lunch Money and Extra Milk***

Students in grades K-6 need to bring their lunch and extra milk money on Monday morning and hand it to their classroom teacher. Extra milk must be paid for in advance.

### ***Special Classes Offered***

Art	Reading Enrichment
PE (Students need to bring gym shoes.)	Speech
Music	Counseling
Library	Keyboarding
Learning Resources	French

### ***Release Of Children During The School Day***

Children are not permitted to leave the school grounds by themselves at any time during the school day. Parents requesting release of a child for dental or doctor's appointments or emergencies must make the request in the principal's office. It is preferred that the parent come in person to the office. The adult taking the child will be required to sign the child out at the office. If a student comes to school after school has begun, the adult bringing the child in needs to sign the child in at the office. The school reserves the right to refuse to dismiss a student to anyone who cannot provide adequate identification. Parents are requested not to pick up their children early from school unless for a doctor's appointment or other special activity.

### ***Holiday Parties***

Elementary school parties will include Halloween, Christmas, Valentine's Day, and Easter.

Elementary students may bring treats to school to celebrate their birthday if they wish. The teacher may set aside a time period during the day to honor the birthday. Store bought treats only may be served.

### ***Playground Rules***

Play periods are supervised by teachers. Children are expected to participate in play activities unless excused for medical reasons.

Some children are inclined to want to stay indoors even during nice weather. All children are expected to go outdoors unless the weather is severe - then all students will remain indoors. A note is required for a child to remain inside because of health reasons.

- 1) All accidents on the playground will be reported immediately to the principal's office.
- 2) Students will not leave the playground without special permission.
- 3) Children are not to be in the parking areas at any time.
- 4) Kickball will be allowed on the playing field.



- 5) Students are not to play tackle football but may use a hard ball on the playing field with permission from the classroom teacher.
- 6) Children should refrain from petting and playing with dogs and cats that come to the playground.
- 7) Be sure that equipment brought from home is carefully marked with the student's name. Any child bringing equipment does so at his/her own risk.
- 8) Bicycles will be parked in designated areas.
- 9) Chewing gum is not allowed at school.
- 10) Students that are dismissed to go to the playground are not to run in and out of the building to get drinks or for other reasons but are to remain outside until recess is over.

### ***Promotion and Retention***

To eliminate educational deficits and insure the mastery of key learning skills, a student's retention may be recommended in the elementary grades.

Guidelines for retention are as follows:

1. A Promotion and Retention Committee will be established consisting of:
  - a. The student's classroom teacher(s)
  - b. The school counselor
  - c. The student's principal
  - d. One support staff teacher
  - e. The student's special services teacher (if applicable)
2. A student's promotion or retention will be based on documentation:
  - a. MAP – Missouri Assessment Program Test scores and/or other standardized achievement test scores
  - b. Grades (daily and/or quarterly for students in grades 3-6)
  - c. Light's Retention Scale
  - d. Examples of the student's work
  - e. Teacher retention referral form
  - f. Attendance

### ***No Child Left Behind***

As part of the No Child Left Behind Act, federal law requires retention for any student in grade 4 who is reading below third-grade level.

However, in an effort to address this at a more critical level, Cainsville strives to have all students reading at grade level by the end of third grade. If a student is reading below grade level during the third grade, they will be placed on a reading improvement plan that includes 30 hours of additional instruction or practice outside the regular school day. In addition, the student may be required to attend summer school. If there has not been adequate improvement by the end of the summer school, the student shall be retained in the third grade.

Students in grade 2 who are reading below first-grade level MAY be required to attend summer school as a condition for promotion to third grade.



## **DISCIPLINE**

Training, especially of the mind and character, is one definition of discipline. Discipline, as practiced both at home and school, greatly influences a student's success or failure in the classroom. The behavior of a child must be characterized by self-control and orderliness before effective learning can take place.

Methods of discipline include but are not limited to conferences, detentions of various natures including after-school detentions, in school suspensions, out of school suspensions, and expulsions.

### ***Definitions***

- Detention: A teacher, principal, or superintendent can give detentions. Detentions are typically 1 hour in length for inappropriate behavior of a less serious nature. Detentions can be served in the morning or afternoon – most generally with the person who has assigned the detention.
- In-School Suspension (ISS): The principal or superintendent gives in-school suspensions. Suspensions are typically given in blocks of 1 to 3 days for a more serious inappropriate behavior, which warrants something more than a detention.
- Out-Of-School Suspension (OSS): The principal, superintendent, or school board gives out-of-school suspensions in blocks of 1 to 180 days. OSS is given for behavior which is considered serious in nature.

### ***Student Code of Conduct***

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

In all cases, discipline incidents are always documented in the Student Discipline file.

The Cainsville R-I School District takes very seriously any threats or talk of violence from students or adults. This would include any communication, verbal, written, or on computer, which in any way makes a threat against the school or its property. Examples include any communication involving shooting someone, bombing the school, phoning in a bomb threat, any communication regarding setting the school on fire, or using the computer to discuss or actually make threats in any way against the school district or its personnel.

Adults will be reported immediately to law enforcement officials. Students will be reported to the principal and to law enforcement officials. Possible consequences for students engaging in violent communication are Suspension from school for 10-90 days or Expulsion from school.



## ***Tardy Policy***

A student is considered tardy if he or she is late to class when the second bell rings, unless they have a pass from another teacher. A tardiness of fifteen minutes or more to class will be considered an absence. Teachers may use discretion in special circumstances. Once a student has received his/her fourth (4<sup>th</sup>) tardy to class, a detention will be assigned. For each detention missed another will be imposed. If a student misses more than two (2) detentions he/she will be assigned ISS. Students are expected to be punctual every period. For disciplinary purposes, tardies will start over at the beginning of each quarter.

## ***Truancy***

A student is truant from school if he/she, after leaving home for school, does not attend school or if the student leaves the campus during school hours without permission from their parents/guardians and the school administration (unless extenuating circumstances exist). A student is also truant if he/she does not attend a class without permission from the office or if the student is absent from school without making previous arrangements with parents.

Teachers will be authorized to record zeros for daily grades while a student is suspended from school for any offense, including truancy.

Truancy will result in the following additional disciplinary action:

- 1) First offense – ISS, maximum 3 days
- 2) Subsequent offenses – 3 to 10 days ISS

## ***Bus Misconduct***

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed in the school building.

## ***Dangerous or Concealed Weapons***

State Law 571.115 states: If any person shall carry concealed upon or about his person a dangerous or deadly weapon of any kind or description or shall go into any schoolroom or place where people are assembled for educational purposes having upon or about his person, concealed or exposed, any kind of firearms, bowie knife, spring back knife, razor, metal knuckles, billy, sword cane, dirk, dagger, slingshot, or other similar deadly weapons or shall in the presence of one or more persons exhibit such weapon in a rude, angry or threatening manner, or shall have such weapons in his/her possession when intoxicated, or directly or indirectly sell or deliver, loan or barter to any minor such weapon without consent of the parent or guardian of such minor, he/she shall upon conviction be punished by imprisonment by Division of Corrections - 5 years, county jail - 50 days or more than one year. Students will be expelled from school and not be readmitted unless the Board votes in a special meeting to do so.

## ***Weapons Violations***

The consequences for carrying a weapon to school or on school property are:

- 1) The expulsion from school for a period of not less than one year of any student who brings a weapon to school.



- 2) An exception that the district's chief administration officer may modify the expulsion requirements on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals With Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Weapons are defined as listed above in the Missouri Safe Schools Act. Other weapons may be defined and restricted by the school in accordance with this act.

### ***Alcohol and Drugs***

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Cainsville R-1 School. Therefore, the use, sale, transfer, possession, being under the influence of intoxicants, alcohol and/or physical or mind-altering chemicals (drugs) are prohibited on or in school property, at school-sponsored activities or events, or in any vehicle while it is being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to exist. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruption and distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

### ***Definition of a Drug***

For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems.

### ***Student Possession of a Drug or Alcohol***

Any student of the Cainsville R-1 School in possession of or under the influence of drugs without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. ANY quantity of drugs in the student's possession not previously cleared in accordance with the following section will be in violation.

Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy.

### ***Violations of the Alcohol and Drug Policy***

Any student in violation of this policy will be afforded due process, be subject to a 1 - 180 day suspension from school, and will not be re-admitted without being accompanied by a parent or guardian at the time of re-admittance (See student code of conduct).



Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy may be suspended from all activities for a minimum of ninety (90) school days regardless of whether such periods may span semesters of school years.

All substances confiscated and suspected to be controlled substances shall be turned over to the local law enforcement agency.

### ***Tobacco***

Students are not allowed to use, or have in their possession, tobacco products while on school grounds, bus or school activity.

### ***Harassment***

If a student believes he/she is being sexually harassed, the student should bring the concern to the attention of the counselor or principal. If the student feels that such contact with the counselor or principal would be inappropriate, if the situation is not satisfactorily resolved by the counselor or principal, or if the student feels more comfortable speaking to someone else, the student should contact the superintendent. If neither the counselor, principal, or the superintendent is of the same sex as the student, or the student, for any other reason, would prefer to report his/her concern to another school faculty member within the district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Following the receipt of the report, district personnel will fully investigate the concern and will notify the student of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved. The district will maintain confidentiality of the report and the details of the investigation to the fullest extent possible.

If the investigation substantiates the validity of the sexual harassment complaint, the district will take appropriate disciplinary action against the offender(s) commensurate to the severity of the harassment. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

The responsible administrator shall follow up regularly with the student who has filed a complaint to ensure that the harassment has stopped and no retaliation has occurred. Possible consequences include, but are not limited to In or Out-of-School Suspension, Expulsion, and reports made to law enforcement or juvenile authorities.

### ***Bullying***

Bullying is defined as any 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, cyber bullying, and exclusion from a peer group.





- First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

### ***Caps***

Students will not be permitted to wear caps or hats in the building, or carry them throughout the building, during school time. Bandanas and sunglasses are also not allowed.

- First Offense – confiscated for remainder of day  
 Second Offense – confiscated for one (1) week  
 Third Offense – confiscated for one (1) month  
 Fourth Offense – confiscated for remainder of year

### ***Card Playing***

It is the policy of the Board that no card playing in school will be allowed.

### ***Cheating***

Cheating, borrowing, or reproducing another person's work will result in:

- 1) First Offense - the student will receive a zero for the assignment or test.
- 2) Second Offense - failure for the quarter.

### ***Electronic Devices***

Electronic devices are not to be brought to school. These may cause disruptions in class.

Prohibited devices include (but are not limited to):

- Beepers and pagers
- Portable stereos (these may be allowed at the discretion of the classroom teacher only)
- Cellular telephones
- Electronic pets

- First Offense – Parents must come get the electronic device  
 Second Offense – Confiscated for one (1) week, parents must come get the electronic device  
 Third Offense – Confiscated for one (1) month, parents must come get the electronic device  
 Fourth Offense – Confiscated for the rest of the year

### ***Fireworks***

Fireworks of any kind are forbidden.

### ***Inappropriate Clothing***

During the school day, the following dress code will be in effect to help promote a safe and effective learning environment.

- Apparel combinations of tops and bottoms must be so that the midriff and back are not exposed. No “spaghetti strap” tops.



- See-through clothing is not permitted.
- No portion of a student's undergarments may be exposed.
- Clothing with holes in inappropriate places is prohibited.
- Clothing, jewelry and personal belongings that display alcohol, tobacco, sex, obscenity, controlled substances, or that promote violence or defame any person on the basis of sex, race, color, and national origin or creed are not permitted.
- Clothing, jewelry and personal belongings that indicate membership in or affiliation with or support of any gang are not permitted.
- Caps, hats, hoods, bandannas or other types of headgear are prohibited unless by a pre-approved activity.
- No heavy chains or swags may be worn.
- Sunglasses are prohibited.
- Shorts need to be appropriate in length and size. When standing straight with arms at the side, length must be at or below lowest fingertip.
- No dog collars, spikes, etc.
- Building principals will use their own discretion with questionable dress situations.
- District coaches or sponsors may impose additional dress code considerations for those individuals who are involved in an activity for which they are responsible.

First Offense: change of clothing; call to parents

Second Offense: change of clothing, call to parents, detention

Third Offense: change of clothing, call to parents, ISS

### ***Disturbances in the Halls***

Running, yelling, inappropriate language or other boisterous conduct is not allowed in classrooms, halls or other locations within the building. In addition, behavior of this nature could be a safety concern.

### ***Public Display of Affection***

Public displays of affection are inappropriate in a school. Any demonstration of behavior that is considered inappropriate, such as hand holding, clinging, or kissing will be considered a failure to follow the rules. Any teacher or staff member has the right to inform students about their inappropriate behavior.

First Offense: office conference, call to parents

Second Offense: call to parents, detention

Third Offense: call to parents, ISS

### ***Internet Acceptable Use Policy***

Internet is a special connection that allows us to provide unique opportunities for information retrieval, resource sharing, and communication.



Use of the Internet provides not only new opportunities for learning but new opportunities for practicing responsible behavior and choices. The use of the Internet is a privilege and not a right. This privilege may be revoked at any time for abusive conduct. This includes, but is not limited to:

- 1) Deliberately accessing material inappropriate in nature
- 2) Using abusive or otherwise objectionable language in either public or private messages
- 3) Placing unlawful information on a system

Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources, and for assuring that students understand that if they misuse these, they will lose their access.

Students and all other users of the district's computer 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 or other disciplinary action appropriate to the circumstances.

Students are also expected to:

- Follow rules established by the classroom teacher regarding computer use.
- Use computers for educational purposes only.
- Seek permission from the teacher before downloading material.
- Not tie up computers when others have academic (school) work to do.
- Accessing inappropriate material sent to you is in violation of this policy. Anything you access on e-mail or the computer is yours.

### ***Internet Discipline Procedures***

If a student abuses the use of the Internet, the following procedures will be followed:

- 1<sup>st</sup> Offense – call to parents, teachers notified, 1 week of internet privileges will be lost
- 2<sup>nd</sup> Offense – call to parents, teachers notified, 30 days of internet privileges will be lost, detention
- 3<sup>rd</sup> Offense – call to parents, teachers notified, internet privileges lost for the remaining of the year, ISS

### ***Transportation***

The following regulations for pupil's safety will be expected to be observed on the buses at all times:

- 1) Drivers are in charge of the pupils and the bus.
- 2) Soda pop and other bottled or canned items are not to be brought aboard the bus. Wastepaper should be deposited in a box provided by the driver.
- 3) Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- 4) Pupils should never stand in the road while waiting on the bus.
- 5) Unnecessary conversation with the driver is prohibited.
- 6) Classroom conduct is to be observed by the pupils riding on the bus except for



ordinary conversation. At no time shall there be excessive noise or yelling. If such condition arises, the driver has been ordered to stop the bus until it is quiet enough for safe driving.

- 7) Pupils must not at any time extend arms or head out of bus windows.
- 8) Pupils must observe directions of the driver and the staff when entering or leaving the bus.
- 9) Pupils must not try to get on or off the bus or move about on the bus while it is moving.
- 10) Any damage to the bus should be reported to the driver at once.
- 11) No smoking, chewing, eating, or drinking is allowed on the bus.

Anytime transportation is not to be provided by the school because of bad weather, you will be notified by reports over radio stations KAAN 95.5 FM / 870 AM in Bethany or KTTN 92.3 FM / 1600 AM.

Students who are regular bus riders must ride the bus unless a note from a parent is given to the office.

### ***ISS / OSS and Athletics & Activities***

Students assigned to In-School Suspension, Out of School Suspension, or expelled may not participate in any extra-curricular activity and may not attend any school activity until he/she has been reinstated *at the beginning of the next scheduled school day*.

### ***Senior Trip***

Senior trip is a privilege, not a right. Seniors who progress in the Discipline Plan to OSS, or violate any of the following discipline rules during the year will not be allowed to go on senior trip.

1. Alcohol
2. Arson
3. Assault
4. Drugs/Controlled Substance, Alcohol, Tobacco
5. Firearms and Weapons

Seniors must have at least 90% attendance by December AND by the end of their senior year to be eligible to participate in Senior Trip.

All class and school fines / bills must be paid prior to senior trip.



**Law enforcement officials are always contacted in cases requiring such notification according to the Revised Statutes of Missouri.**

**Regulation 2610**

**Discipline**

**Behavioral Expectations**

**ISS= =In School Suspension**

**OSS = Out of School Suspension**

1. **Alcohol** - Possession of or presence under the influence of alcohol

First Offense: 1 to 180 days OSS

Subsequent Offenses: 5 – 180 days OSS

2. **Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: 10-180 days OSS

Subsequent Offenses: Expulsion

3. **Assault** - Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm, intentionally placing a person in reasonable apprehension of imminent physical harm without necessarily performing the act to harm.

First Offense: ISS, detention, 1-180 days OSS, expulsion.

Subsequent Offenses: 1-180 days OSS, expulsion.

4. **Fighting** - Physically striking another in a mutual contact situation as differentiated from an assault (Note: If fault can be determined and/or injury occurs, it will be taken into consideration with consequences for all students involved).

First Offense: Conference, detention, ISS, 1-180 days OSS.

Subsequent Offenses: ISS, 1-180 days OSS, expulsion.

5. **Defiance of Authority** - Refusal to obey directions or defiance of staff authority

First Offense: Conference, detention, ISS, 1-10 days OSS.

Subsequent Offenses: ISS, 1-180 OSS, Expulsion.

6. **Disruptive Speech or Behavior** - Conduct which has the effect of disturbing education or the safe transportation of a student

First Offense: Conference, ISS, detention, 1-10days OSS.

Subsequent Offenses: ISS, 1-180 days OSS, expulsion.



**7. Drugs/Controlled Substance**

- a. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 1-180 days OSS.

Subsequent Offenses: 5 – 180 days OSS.

- b. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 10-180 days OSS.

Subsequent Offenses: Expulsion.

**8. Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

First Offense: Conference, detention, ISS, 1-10 days OSS.

Subsequent Offense: ISS, 1-180 days OSS.

**9. Firearms and Weapons**

- a. Possession of a firearm.

First Offense: Minimum of one-year suspension, expulsion.

Subsequent Offenses: Expulsion.

- b. Possession of a weapon.

First Offense: Detention, ISS, 1-180 OSS, expulsion.

Subsequent Offense: 10-180 OSS, expulsion

**10. Harassment, Sexual:** To annoy persistently.

- a. Use of verbal, written, or symbolic

First Offense: Conference, detention, ISS, 1-180 days OSS, expulsion

Subsequent Offenses: ISS, 1-180 days OSS, expulsion.

- b. Physical contact that is sexually harassing.

First Offense: ISS, 1-180 days OSS, expulsion.

Subsequent Offense: 10-180 days OSS, expulsion.



**11. Improper Display of Affection** - Consensual kissing, fondling, or embracing

First Offense: Conference, detention, ISS, 1-180 days OSS.

Subsequent Offenses: ISS, 1-180 days OSS, expulsion.

**12. Improper Language**

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

First Offense: Conference, detention, ISS, 1-10 days OSS.

Subsequent Offenses: ISS, 1-180 days OSS, expulsion.

- b. Use of Obscene or Vulgar Language- Language which substantially disrupts classroom environments, school activities, or school functions.

First Offense: Conference, detention, ISS, 1-10 days OSS.

Subsequent Offenses: ISS, 1-180 OSS, expulsion.

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

First Offense: Conference, detention, ISS, 1-10 days OSS.

Subsequent Offenses: ISS, 1-180 days ISS, expulsion.

**13. Theft** - Nonconsensual taking or attempt to take the property of another, includes willfully accepting and possessing stolen property.

First Offense: ISS, 1-180 OSS.

Subsequent Offenses: 1-180 days OSS, expulsion.

**14. Tobacco** - Possession or use of tobacco or tobacco products on school grounds, bus or at any school activity, home or away.

- a. Possession

First Offense: Conference, detention, ISS.

Subsequent Offenses: ISS, 1-10 days OSS.

- b. Use

First Offense: Detention, ISS, 1-3 days OSS.

Subsequent Offense: ISS. 1-10 days OSS.



- 15. Truancy** - Absent or tardy from class, classes, or school property after arrival in the morning without authorization.

First Offense: Conference, ISS.

Subsequent Offenses: 3-10 days ISS.

- 16. Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District.

First Offense: ISS, 1-180 days OSS, expulsion

Subsequent Offenses: 1-180 days OSS, expulsion.

- 17. Careless Driving on or around the school property**

First Offense: Loss of driving privileges 3 - 5 days, detention, ISS.

Subsequent Offense: Loss of driving privileges for 10 days, ISS.

Third Offense: Loss of driving privileges, 20-180 days, 3 – 5 days ISS.

- 18. Any random activity which substantially disrupts the learning environment**

First Offense: Conference, detention, ISS, 1-180 days OSS, expulsion.

Subsequent Offense: ISS, 1-180 days OSS, expulsion.





## APPENDIX

### Cainsville R-I School Shortened Schedule 2012-13

On days when a shortened schedule is planned, the first or second half of the school day will be held on an alternating basis. Class periods will be the full, normal amount of time. The day will begin at the normal time – 8:15 a.m. and end at 12:50 p.m. Classes begin with 1<sup>st</sup> hour or 4<sup>th</sup> hour depending on which schedule is used. Vo-Tech students go to the Career Center as usual on shortened schedule days.

<u>Date</u>	<u>Portion of Schedule Used</u>
August 22	(First Day of School – all class periods shortened)
August 31	Morning – Begin with 1 <sup>st</sup> hour
September 14	Afternoon – Begin with 4 <sup>th</sup> hour
October 19	Morning – Begin with 1 <sup>st</sup> hour
October 26	Afternoon – Begin with 4 <sup>th</sup> hour
November 9	Morning – Begin with 1 <sup>st</sup> hour
December 21	Christmas Parties
January 18	Afternoon – Begin with 4 <sup>th</sup> hour
February 15	Morning – Begin with 1 <sup>st</sup> hour
March 8	Afternoon – Begin with 4 <sup>th</sup> hour
March 15	Morning – Begin with 1 <sup>st</sup> hour
March 29	Afternoon – Begin with 4 <sup>th</sup> hour

Shortened schedule days are used for PDC workshops, Parent/Teacher Conferences, MSIP workshops, and holidays. The discretion of the superintendent will be used on days when a shortened schedule is required but not scheduled.



## Cainsville R-I School District 2012-13 School Calendar

August 7	Teacher In-Service (NCCM)
August 20	Teacher In-Service
August 22	FIRST DAY OF SCHOOL for students
August 31	Early Dismissal – NCCM State Fair
September 3	No School – Labor Day
September 14	Early Dismissal – PDC Workshop
October 19	End of 1 <sup>st</sup> Qtr – Early Dismissal (Grades/PDC)
October 26	Early Dismissal – Parent/Teacher Conferences 2:00 – 6:00 p.m. or by appointment
November 9	Early Dismissal – PDC Workshop
November 21-23	No School – Thanksgiving Break
December 21	Early Dismissal – Christmas Break –End of 2 <sup>nd</sup> Qtr
December 24-Jan. 2	No School- Christmas Break
January 3	School Resumes
January 18	Early Dismissal – PDC Workshop
January 21	No School – Martin Luther King, Jr. Day
February 15	Early Dismissal – PDC Workshop
February 18	No School - President’s Day
March 8	Early Dismissal – End of 3 <sup>rd</sup> Qtr – (Grades/PDC)
March 15	Early Dismissal – Parent/Teacher Conferences 2:00 – 6:00 p.m. or by appointment
March 29	Early Dismissal – Good Friday
April 1-5	No School – Easter Break
May 16	Finals – Dismiss 2:20
May 17	Finals – Dismiss 12:50
	LAST DAY OF SCHOOL for students
May 20	Teacher’s Last Day

(All Early Dismissals are at 12:50 unless otherwise noted.)

*Make-up days: Jan 21, Feb 18, April 5, April 4, May 20, May 21*



## Cainsville R-I Class Schedule 2012-13

	1 <sup>st</sup> Hour	2 <sup>nd</sup> Hour	3 <sup>rd</sup> Hour	4 <sup>th</sup> hour	Lunch	5 <sup>th</sup> Hour	6 <sup>th</sup> Hour	7 <sup>th</sup> Hour	8 <sup>th</sup> Hour
	8:15-9:02	9:05 – 9:52	9:55 – 10:42	10:45 – 11:32	11:32 – 11:55	12:00 – 12:47 OR 11:35- 12:22	12:50 – 1:37	1:40 – 2:27	2:30 – 3:15
					OR 12:22 – 12:45				
<b>ITV</b>	Spanish I (8:05-8:52) 10-12	Eng – DC (8:56-9:43) 12	Spanish II (9:47-10:34) 10-12	Am Hist – DC (10:38-11:01) 12			Speech - DC (12:46-1:33) 12		Speech-DC (2:28-3:15) 11-12 <b>S2</b>
<b>English Harding</b>	LA 7 *	PREP	LA 10 *	LA 8 *		RR 7 *	LA II 11 *	LA 9 *	CW / CL 10-12
<b>Math Tyhurst</b>		Math 7 *	Alg II	PREP		Alg I 9 *	Geom 10 *	Col Alg 12	Integ Math 11-12
<b>PE O'Brien</b>	Pre-Alg 8 *	Health/PE 9 *	Body Cond. 10-12	PREP		Elem PE	Elem PE	HS PE 10-12	JH PE 7-8 *
<b>Science Foster</b>	Phy Sci 9*	Bio II 11-12		Life 7 *		Bio I 11*	Earth 8 *	Chem 10*	Zoology 11-12
<b>History Thomas</b>	Current Events	World Hist 10 *	Am Hist 9*	PREP		SS 8 *	SS 7 *	Govt 11 *	ACT (S1) DC Psych (S2)
<b>FACS McGuire</b>	Chem II/Org. 11-12	Adv. FACS 10-12	FACS 7-8 *	Beg. FACS 9-12					
<b>Business Reno</b>	PREP	Microcomp. 11-12	COUNSEL	Acct I-II 11-12		Pers Finance 12 *	Keybd 9 *	Keybd 7-8 *	Counseling Elem Kybd
<b>Ag Price</b>						Ag 10-12	Ag 10-12	Ag 7-8 *	Ag 9 *
<b>French Cracraft</b>	Fr III-IV 11-12	Fr 8 *	Fr I - II 9-12	HS Music 9-12					
<b>Art/Lib Moore</b>	Art 9-12	HS Lib	JH Art 7-8 *	HS Lib		PREP	El Lib MW El Art TH HS Lib TF	El Lib MT El Art WThF	HS Art 10-12
<b>Spec Ed Eakes</b>	Resource	Resource	Resource	Resource		Resource	Resource	Resource	PREP
				Elem Lunch:	K,1,2 11-11:30 3,4,5,6 12-12:22				
Career Center (Vo-Tech), Bethany 8:00 – 11:00 a.m. Bus Departure: 7:15 a.m. Bus Returns: 11:10 a.m.									
Teacher Arrival: 7:45 a.m. Gym Duty: 7:30 – 8:15 a.m. Teacher Departure: 3:30 p.m.									

(DC = Dual Credit)



## Elementary Specials Class Schedule 2012-13

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Kindergarten</b>	PE 12:00 -12:30 Keyboard 2:30 -3:00	PE 12:00 – 12:30 Music 1:40 – 2:27	PE 12:00 – 12:30 Library 12:50-1:37	PE 12:00 – 12:30 Art 12:50 – 1:37	PE 12:00 – 12:30
<b>1<sup>st</sup> Grade</b>	PE 12:00 – 12:30 Library 12:50 – 1:37	PE 12:00 – 12:30 Music 1:40 – 2:27	PE 12:00 – 12:30 Keyboard 2:30-3:00	PE 12:00 – 12:30 Art 1:40 – 2:27	PE 12:00 – 12:30
<b>2<sup>nd</sup> Grade</b>	PE 12:00 – 12:30 Library 12:50 – 1:37	PE 12:00 – 12:30 Music 1:40 – 2:27	PE 12:00 – 12:30 Keyboard 2:30-3:00	PE 12:00 – 12:30 Art 1:40 – 2:27	PE 12:00 – 12:30
<b>3<sup>rd</sup> Grade</b>	PE 12:30 – 1:00 Music 1:40 – 2:27	PE 12:30 – 1:00 Library 1:40 – 2:27	PE 12:30 – 1:00 Art 1:40 – 2:27	PE 12:30 – 1:00	PE 12:30 – 1:00 Keyboard 2:30-3:00
<b>4<sup>th</sup> Grade</b>	PE 12:30 – 1:00 Music 1:40 – 2:27	PE 12:30 – 1:00 Library 1:40 – 2:27	PE 12:30 – 1:00 Art 1:40 – 2:27	PE 12:30 – 1:00	PE 12:30 – 1:00 Keyboard 2:30-3:00
<b>5<sup>th</sup> Grade</b>	PE 1:00 – 1:30 Library 1:40 – 2:27	PE 1:00 – 1:30 Keyboard 2:30-3:00	PE 1:00 – 1:30 Music 1:40 – 2:27	PE 1:00 – 1:30	PE 1:00 – 1:30 Art 1:40 – 2:27
<b>6<sup>th</sup> Grade</b>	PE 1:00 – 1:30 Library 1:40 – 2:27	PE 1:00 – 1:30 Keyboard 2:30-3:00	PE 1:00 – 1:30 Music 1:40 – 2:27	PE 1:00 – 1:30	PE 1:00 – 1:30 Art 1:40 – 2:27

French classes scheduled with Mrs. Cracraft.



# Missouri School Immunization Requirements 2012-2013

## School Children K-12

Effective beginning the **2010-2011** school year the following **new** requirements will be implemented:

Second dose of varicella (chickenpox) vaccine for all children entering kindergarten.

If the kindergarten child has had varicella (chickenpox) disease, a licensed doctor of medicine (MD) or doctor of osteopathy (DO) may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease as satisfactory evidence of having had the disease. Parental or guardian statements of disease will no longer be accepted beginning with the 2010-2011 school year for children entering kindergarten. This rule change applies to children entering kindergarten and thereafter. For children enrolled in grades one (1) through five (5), only one dose of varicella (chickenpox) vaccine is required. Parental or guardian statements of disease continue to be acceptable.

Tdap (tetanus, diphtheria, and pertussis) vaccine will be required for all incoming eighth (8<sup>th</sup>) grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years.

For children enrolled in grades nine (9) through twelve (12) who have not received a single dose of Td, it is highly recommended they receive a single dose of Tdap as their catch-up booster instead of Td or receive one dose of Tdap two years after the last Td dose.

- All students must present documentation of up-to-date immunization status, including month, day and year of each immunization before they can attend school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age), so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current ACIP Schedule, including all spacing,
- (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).
- To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (For example, hep B vaccine series was begun but the child is not yet eligible to receive the next dose in the series.)
- In progress does not apply to the Tdap or Td booster.
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.



Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>DTaP</b>	4+	4+	4+	4+	4+	4+	4+	4+	4	4	4	4	3+
<b>Tdap</b>									1	Tdap or Td required 10 years after last DTaP, DTP or DT.			
<b>IPV (Polio)</b>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
<b>MMR</b>	2	2	2	2	2	2	2	2	2 measles, 1 mumps, 1 rubella required, however 2 MMRs are highly recommended.				
<b>Hepatitis B</b>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
<b>Varicella</b>	2	1	1	1	1	1	No doses required, however, vaccination is highly recommended.						

1. Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. **Maximum needed:** six (6) doses.

2. Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight (8) who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose within the past two (2) years. For grades 9-12, a Tdap or Td booster is required ten (10) years after the last dose of DTaP, DTP or DT. Tdap may be given at any time in the event of a pertussis outbreak situation.

3. Last dose must be administered on or after fourth (4th) birthday.

4. Kindergarten: As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Grades 1-5: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

## Preschool

Effective **July 1, 2010** the following **new** requirements will be implemented:

Age appropriate pneumococcal conjugate vaccine (PCV) for children attending day care, preschool, or nursery schools caring for ten or more children.

For all children who have had varicella (chickenpox) disease, a licensed doctor of medicine (MD) or doctor of osteopathy (DO) may sign and place on file with the child care facility a written statement documenting the month and year of previous varicella (chickenpox) disease as satisfactory evidence of having had the disease. Parental or guardian statements of disease will no longer be acceptable beginning July 1, 2010.

Young children are more susceptible to serious complications associated with certain diseases and have different immunization requirements than older children.

The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age); so public, private, parochial day care centers, preschools or nursery school attendees may receive immunizations up to 4 days before they are due.



Vaccines should be administered according to the current ACIP Schedule. The ACIP Recommended Immunization Schedule for Persons Aged 0–6 Years is available at <http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>.

**Please note** - Although not required for attending child care or preschool facilities, the ACIP recommends all children be appropriately immunized with rotavirus, influenza, and hepatitis A vaccine.

The following table indicates immunizations required for children enrolled in or attending child care and preschool facilities in Missouri. This table is for use in completing the child care immunization survey, and is **NOT** a recommended schedule. It should only be used to determine whether a child is in compliance with Missouri child care regulations.

Vaccines Required for Child Care and Preschool Attendance	DOSES REQUIRED BY THE TIME THE CHILD IS			
	3 Months	5 Months	7 Months	19 Months and older
DTaP/DT	1	2	3	4+
PCV (Pneumococcal)	1	2	3	4
IPV (Polio)	1	2	2	3+
Hepatitis B	2	2	2 or 3+	3+
Hib	1	1+	2+	3+
MMR				1
Varicella				1

Missouri Department of Health and Senior Services  
Bureau of Immunization Assessment and Assurance



## Standard Grievance and Complaint Procedures

Cainsville R-I School has in place standard procedures to address grievances or complaints against the district, including:

- Standard Complaint Resolution Procedures for No Child Left Behind Programs
- Parents Rights Under Section 504
- Notice of Nondiscrimination
- Grievance Procedures and Contacts
- Title IX Coordinator Roles and Responsibilities

Copies of each document may be obtained from the central office or from the district's website - <http://cainsville.k12.mo.us>

