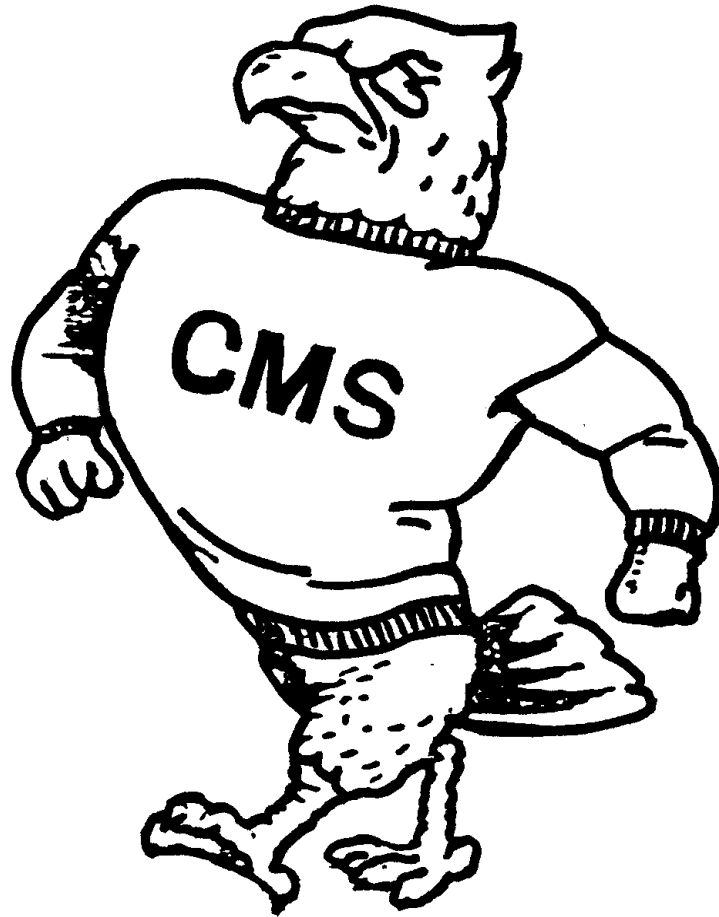


CLARK MIDDLE SCHOOL
Home of the Falcons



2022-2023

**STUDENT/PARENT
HANDBOOK**

704 Lucky St.

Fayette, MO 65248

Phone: 660-248-3800

Fax: 660-248-2610

www.fayette.k12.mo.us





Clark Middle School

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

Abby Arnette, Principal

Cassidy Spaeder, Counselor

Welcome to Clark Middle School

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

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

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

Abby Arnette

Clark Middle School Principal



Clark Middle School Staff

2022-2023

Principal: Abby Arnette
Guidance Counselor: Cassidy Spaeder
Front Office Staff: Emily Doolin and Lisa Gebhardt
Nurse: Kelly Beeler, RN

Core Academics

Tayler Allen - Science
Daryl Betts - Literature
Austin Gardner - Social Studies
Kelly Hilgedick - Mathematics
Garth Menees - NTLC
Carlie Milz - English Language Arts
Kevin Pekkarinen - 8th Grade Algebra

Special Education

Daryl Betts - Special Services
Arianna VanDyke - Special Services

Food Service Support

Tamilia Beeler
Judy Busker
Dee Hill
Susan McBain
Colette Thies
Paula Volkmann
Colleen Wies

Fine Arts

Elizabeth Betts - Band
Lisa Dobbs - Band/Choir
Chara Kee - Art
Vanessa Miner - Choir

Other Area Specialists

John Bishop - P.E.
Kim Eaton - Focus Room/ISS
Hatti Grisham - 8th Grade Agriculture
Max Hilderbrand - Fitness/Health
Holly Rhode - F.A.C.S.
Elisha Stroupe - Media Specialist
Tiffany Zimmel - Technology/Careers

Custodial Support

Anita Davis, Blakemore Cleaning - Custodian



FAYETTE R-III SCHOOL BOARD OF EDUCATION

Mr. Skip Vandelicht	President
Mr. Matt Hudson	Vice-President
Mrs. Shauna Young	Member
Mr. John Stroupe	Member
Mr. Aaron Bentley	Member
Mrs. Sarah Wies	Member
Mrs. Kristen Gibbs	Member

FAYETTE R-III SCHOOL ADMINISTRATION

Mr. Brent Doolin	Superintendent
Mr. Ross Dobson	High School Principal
Mrs. Cheri Huster	Elementary Principal
Mrs. Abby Arnette	Middle School Principal
Mrs. Melissa Duren	Curriculum Director
	Director of Student Services
Mr. Mike James	Athletic Director
Mr. Gary Beeler	Transportation

Clark Middle School Mission

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

Fayette R-III School District Vision

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

Fayette R-III School District Mission

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



16 New Teacher Orientation
 17-19 Staff PD/Work Days
 23 1st Day of School

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

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

2: Teacher Work Day
 3: Classes Resume
 16: No School (MLK Day)

5: Labor Day
 12: Teacher PD
 16: Midterm- 1st Qtr.

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

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

3: Midterms 3rd Quarter
 13: Teacher PD
 20: President's Day
 27: 1:30-7pm Parent Teacher Conferences

10: Teacher PD
 14: End 1st Quarter
 24: 1:30-7:00 P/T Conferences

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

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

10: End of 3rd Quarter
 13: Teacher PD

11: Veterans Day
 14: Teacher PD
 18: Midterm 2nd Quarter
 21: School IN Session
 23-25: No School (Thanksgiving Break)

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

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

3: School IN Session
 7-10 Spring Break
 14: Midterm of 4th Qtr.
 17: Teacher PD

12: Teacher PD
 19: School IN Session
 21: End of 2nd Quarter
 22: Winter Break Begins

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

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

8: Teacher PD
 21: Graduation
 25: Last Day of School Early Out
 End of 4th Quarter
 29: Memorial Day

Fayette R-III Calendar 2022-2023

Weather Make up Day 1-3 are built into the calendar.
 AMI Days (Virtual Instruction) may also be used during inclement weather.
 Additional Possible Makeup Days: 12/5, 1/9, 1/23, 1/30, 2/6, 3/6, and 3/20.

Board Approved February 16, 2022



CMS School Hours

School Hours: 7:50 a.m. – 3:30 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m.

Late Start School Hours: 10:00 a.m. – 3:30 p.m.

Late Start Office Hours: 9:30 a.m. – 4:00 p.m.

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

Hours of Supervision

Students coming to school before 7:30 a.m. are not supervised by school personnel. As students arrive after 7:30 a.m., they must come into the building and go directly to the annex. If they are eating breakfast, they are to sit in the cafeteria. *Please note on late start days, breakfast is not served.* After school is dismissed, students must leave the school grounds and go directly home or to their designated locations.

Arrivals

Students may begin arriving at 7:30 a.m. and 9:35 a.m. on late start days. It is the parents' responsibility to see that their child does not arrive to school before the entry time unattended. Parents dropping off students should proceed to the back parking lot on Spring Street and are to enter CMS from the back parking lot (Spring Street) using the 1st set of doors (West).

Change of Procedure

Parents/Guardians are asked to **send a note if a child is to do something other than his/her normal routine.** We need to know where your child is going, how they will get there, whom they are going with, etc. Because we want our students to be safe, we will not deviate from the normal routine without written or verbal consent. **Please call our school office BEFORE 2:45 p.m. to ensure that we can deliver a timely message to your student.** If your student is going to be absent for the day, we ask that you please notify our school office so that we can let our teachers know and arrange for any work that is to be picked up.

Late Start

On inclement weather days, the Fayette R-III School District will enact a late start to ensure students can arrive safely to school. On late start days, the buses will run 2 hours behind normal pick-up times. Students who arrive by car or walk may not enter the building until 9:35 a.m. The doors for buses will open at 9:30 a.m. and classroom learning will begin at 9:50 a.m. The school day will end at 3:30 p.m. Students are not supervised after 3:30 p.m. Breakfast will not be served on late start days, and there will be no morning preschool.

Walking Students

Students are welcome to walk, ride their bicycles to school, or ride in a car to school. Students are asked not to arrive before 7:30 a.m. and are to leave immediately following school dismissal. The city of Fayette has an ordinance which closes Spring Street one half hour before and one half hour after school. **Under no circumstances are students to walk or ride their bicycles on Lucky Street.** Walking and bicycle students are to enter and leave CMS by the back doors. Students leaving the school to go to the high school are to use the walkway provided and are to wait for the buses to leave. Bicycles are to be parked in the bike rack provided at the rear of the building and may not be used again until school is dismissed. We urge all parent(s) to plan and practice a route for their children.

Students must cross only at the designated crosswalks. Students who ride in a car should have the driver drop them off at the back door to CMS. Students not riding a bus should be picked up in the back parking lot. Drivers are urged to use caution when driving around the school.



Restricted Pick Up

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

Students Who Walk or Ride Bicycles to and from Daly and Clark

Students who walk to and from CMS need to use Spring Street since it is closed to traffic from 7:00 to 8:00 a.m. and from 2:45 to 3:30 p.m. Students need to arrive between 7:30 and 7:45 a.m. Bicycles must be parked in the bike racks provided in the back parking lot.

Bus Students

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

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

Disciplinary action for infractions occurring on the bus will follow the back of the bus ticket referral form, which follows:

Step 1. Bus driver offers verbal directives for inappropriate behaviors.

Step 2. Bus driver takes corrective action by assigning seats.

Step 3. Bus driver generates a Bus Conduct Report producing corrective action by a building administrator.

a. **1st conduct report – Principal gives verbal directives with parent contact and bus letter.**

b. **2nd conduct report – Principal gives verbal directives with one day suspension from bus riding privilege.**

c. **3rd conduct report – one to three day suspension from bus riding privilege.**

d. **4th conduct report – five day suspension from bus riding privilege.**

e. **5th conduct report – ten days suspension from bus riding privilege.**

f. **Future conduct reports – ten day suspension from bus riding privilege.**

g. **Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) results in a minimum 10 day suspension and potential revocation of bus riding privileges.**

Parents/Guardians will be required to determine one pickup and one drop-off point for their respective children. Calls to building secretaries or notes changing pickup/drop-off points will not be accepted.

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

Falcon Alerts

The Fayette District encourages parents to sign up for Falcon Alerts for important information about our district. The alert is sent as a text message directly to your mobile phone. To register your phone, please go to www.fayette.k12.mo.us and scroll down to the right-hand side of the page to find the “sign up for text alerts” icon. Click and enroll for emergency information, school closings, late starts and school event reminders. Falcon Alerts is a free service sponsored by Commercial Trust Co.

Lost and Found

Articles such as books, textbooks, clothing, etc., which are found should be turned into the lost and found box located in the band instrument room at Clark Middle School. Students are encouraged to label all clothing, books, textbooks, and personal articles.



Student-Led Conferences

Student-Led conferences are held twice per school year. This is a valuable time for our students to share their academic and behavior goals they have established with their families. During Student-Led conferences, parents have the opportunity to listen to their student and reflect on their learning.

Parent Conferences

Our staff members are concerned about the progress of your child, and you will find them always willing to discuss your child's education whether by telephone, e-mail, or in a personal conference at school. All staff members have a plan time during the day in which they may meet with you. One day's advance notice is appreciated. If you desire to meet with a team of teachers, please contact the school counselor or the principal.

Visitors

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

Leaving School

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller. If it is necessary to be excused early from school, students are to bring a note, signed by a parent(s) or legal guardian, to the office before school. Students must notify the office when leaving the building. Parent(s) are asked to meet and sign out their child in the office area.

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

Library Regulations

The LMC is open from 7:30 a.m. – 3:30 p.m. throughout the school year. CMS students visit the library weekly during language arts classes. Students may visit the library individually to return and check out new books with their teacher's permission. Individual students must sign in at the LMC desk. CMS students may check out two books for a period of two weeks.

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

Lockers

Students are assigned lockers and are to use the one assigned. Clark Middle School lockers are equipped with a lock. They are to be kept clean, with all books and book bags inside. No one is to be in another person's locker. Lockers will be inspected at the end of the year and whenever the need arises. Lockers are not permitted to display any material on the outside that has not been approved by the office, or that is not school-sponsored.

Non-Educational Items

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

Telephone Use

Office phones are business phones and are to be used by staff only. There is no telephone in the office for students to make personal calls. In an emergency, a student may use the phone in the office after having permission of the office staff or administration. Times to use the telephone may be limited to before school, after school, or during lunch.

Textbooks

Textbooks will be issued at the beginning of the year. A record of the book number, condition of the book, and the name of the book and student to whom it was issued will be kept by the teacher and the office. Any damage to a book should be brought to the attention of the teacher when the book is issued. **Damaged or lost books will be paid for by the student**



to whom they were issued. It is the responsibility of each student to return books in the condition in which they were issued. All students are encouraged to cover textbooks with a book cover.

Chromebooks/Acceptable Use Agreements

By using or taking possession of a Chromebook/iPad owned by Fayette R-III Schools, a user and their parents/guardians are agreeing to comply with the Use Agreement found on the One2One Risk Solutions Website and the Technology Use Policy EHB. Students and their parents/guardians must either purchase the insurance or waive the insurance and submit their response through this website each year. Failure to do so will result in the student not being allowed access to district technologies.

Attendance

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

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

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

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

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



CMS Attendance Procedures

1. Upon three (3) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing.
2. Upon five (5) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing. The District considers five (5) days of absence to be excessive unless unusual circumstances exist.
3. Upon seven (7) days of absence from school in a semester, a letter will be mailed to the student's home address.
4. Upon nine (9) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is evident, and the referral process begins.
5. Referral process: May include one or more of the following items:
 - a. Referral to the appropriate supporting agency- Howard County Juvenile Office
 - b. Referral for possible retention
 - c. Referral for Non-Traditional Learning Center

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

Request to be Absent from School

Students who want to accompany their parent(s) on a trip must request permission from the principal's office one week in advance of the departure date. All teachers will need to be notified. It is the student's responsibility to complete any assignments missed due to an absence.

Tardiness

Whenever students arrive to school after the tardy bell rings, they should report directly to the office with their parent or guardian to sign them in for the day. If a parent/guardian does not sign the student in after they have arrived late, they will be counted tardy for that period.

The school day begins at 7:50 a.m. and ends at 3:30 p.m.

Promptness to class is very important. Students are expected to be in their seats and ready to work at the start of class. Each teacher maintains a record of tardiness to class. When students are tardy to class, they should report to the teacher. When students are inexcusably tardy, detention is normally assigned. Persistent tardiness may result in an office referral for further action.

PBIS

Positive Behavior Support (PBS) is a framework for creating safe and orderly learning environments, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems.

(<http://pbissmissouri.org/what-is-swpbs/>)

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

Another opportunity for recognition comes through Falcon Pride Cards. These cards are mailed home by our staff members to students caught exceeding our expectations. Our staff also has the opportunity to nominate students for Character Awards.



FAYETTE R-III SCHOOL DISTRICT INFORMATION

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

The Fayette R-III School District will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty (20), regardless of the child's disability. The term "students with disabilities" as used in this statement includes all students defined as "handicapped" and "severely handicapped" in accordance with 162.675(1) and (3) RSMo and the Individuals with Disabilities Education Act (IDEA). Students with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

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

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



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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
1. What is a complaint under ESSA?	
2. Who may file a complaint?	
3. How can a complaint be filed?	
Complaints filed with LEA	Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated?	6. How can a complaint be filed with the Department?
5. What happens if a complaint is not resolved at the local level (LEA)?	7. How will a complaint filed with the Department be investigated?
	8. How are complaints related to equitable services to private school children handled differently?
Appeals	
	How will appeals to the Department be investigated?
0. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under ESSA?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title V

² In compliance with ESSA Title XIII- Part C. Sec. 8304(a)(3)(C)

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



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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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



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

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

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal, or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released. The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., fulltime or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.



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

Prepared by U.S. Department of Education, Family Policy Compliance Office

*****Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Student Responsibilities

Homework and Make-up Assignments

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

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

We believe learning is important and that learning should continue after school hours. Regular homework should not be viewed as punishment, but as a way to reinforce, encourage and extend learning. When a student has been absent two days in a row you may call the school secretary to collect his/her work. Please call by 9:30 a.m. in order to give the faculty time to gather work and have it available for pick up in the office after 2:30 p.m.

Success

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

- 1. Develop a positive attitude.**
 - a. If you work on developing your patience, tolerance, and ability to see the good side of any situation, you will be able to successfully handle most situations.
- 2. Be in class on time with the required materials.**
 - a. During the first few days of school, develop a plan to get from place to place on time with the needed materials.
 - b. Schedule trips to your locker and the restroom in advance. Before school, during passing periods, and after school can be utilized for many of these purposes.
- 3. Be well-organized.**
 - a. Take the proper materials to class; these include paper, pencils, pens, and textbooks.
 - b. Write your assignments in your assignment notebook. Listen and take notes. Be sure to include any examples the teacher gives on how to do the assignment.
 - c. Organize your materials by subject; use a divided notebook.
 - d. Plan ahead; some assignments will require several weeks or even an entire grading period.
- 4. Plan Ahead.**
 - a. You will need to listen carefully to instructions because much of the assignment may be completed out of class.
 - b. Take notes during class.
 - c. Review your notes and assignment book daily.
 - d. Establish a special quiet place to study at home; learn to do some homework regularly. If there is no assignment due the next day, review or work ahead.
 - e. All of your assignments and tests will count as part of your grade.



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

Virtual School Program

Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment will be approved by Fayette R-III once a building-level team determines that this is in the best educational interest of the student. A student with a documented medical or psychological condition that prevented the student from attending school during the previous semester shall be exempt from the requirement that a student is enrolled full-time in and attended a public school for at least one semester in order to enroll in MOCAP courses.

Alternative Methods of Instruction (AMI)

What is an Alternative Method of Instruction Plan (AMI)?

The Fayette School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district’s discretion on whether the school is considered “closed” or if an “AMI” day needs to be implemented.

What is the goal of AMI?

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI simply allows for the continuation of learning when students miss days of regular instruction. Important items to remember about AMI days:

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

CMS/FHS AMI Schedule for Class Zoom/Google Meet Sessions	
* Students in Grades 6-12 should check their school email and/or google classroom for updates from teachers regarding lessons for the day or adjustments to zoom/google meet sessions in order to count in attendance for the period.	
	Grades 6-12
8:00 - 8:45	1 st Hour
9:00 - 9:45	2 nd Hour
10:00 - 10:45	3 rd Hour
11:00 - 11:45	4 th Hour
12:15 - 1:00	5 th Hour
1:15 - 2:00	6 th Hour
2:15 - 3:00	7 th Hour



We will notify all guardians, as we have in the past, via text alert and through local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email.

Student Rights and Responsibilities

Each student has the right to:

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

Each student has the responsibility to:

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

Character Education Traits at Clark Middle School

Respect - Showing high regard for authority, other people, self, property, and country. Treating others as you would like to be treated.

Responsibility – Being accountable in word and deed. Accepting consequences for your choices, not only for what you do but for what you don't do.

Compassion – Being kind, caring, and considerate. Showing kindness because you want to.

Cooperation – Working together for a common goal.

Integrity – Standing up for what is right even if you are standing alone.

Honesty – Telling the truth, the whole truth, and nothing but the truth. Being sincere, forthright, and candid.

Self-Discipline – Consistently striving to control your emotions, words, actions, impulses, and desires. Continually demonstrating hard work through organization and setting priorities appropriately.

Pride – Feeling high self-esteem as a result of your accomplishments by doing your best, persevering, being diligent, and working hard.

Trustworthiness - Honoring your word and commitments. Acting so others could always rely on your dependability.

Falcon Time Academic Enrichment Program

Falcon Time is a structured time built into the school day that focuses on individual student academic needs and rewards students who are excelling. This is a very protected time of the day that is for student tutoring, studying, and academic enrichment.

If students earn As and Bs during the grading period, they are eligible to sign up for a reward time which may include gym, library, computer lab, exploratory class, or they can choose to utilize their study hall.

Students receiving at least one C but are not ineligible will be assigned to a study hall.

Students who are ineligible are assigned to a return to academics study hall with a core teacher in the subject they are failing. Tutoring will be provided during this time.



Student Grading and Marking Policy

Evaluation of student progress is vital to learning. It is the teacher's responsibility to make periodic evaluations of student progress and report to you, the parent(s). Two types of evaluations are sent home with each child. The first is a progress report which comes home at mid-quarter. The second is a grade card received at the end of each quarter or every nine weeks. Mid-quarter ending dates as well as the ending dates for each quarter are published on the school district calendar. The A-B-C-D-F grading scale that is used at CMS is the following:

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

Honor Roll

An honor roll is compiled at the end of each semester for students with exceptional grades. The following criteria will be used for Clark Middle School.

CMS Honor Roll-----GPA 3.45 and above

Missing Assignment Program

When your student arrives to class, they are asked to submit their assignments. This could be a project in Art, an in-class assignment that did not get finished and thus was issued as homework, a journal entry, etc. If your student does not have the assignment turned in during the class period that it is due, they are placed on the Missing Assignment List. This is a list that is shared between all of the CMS teachers so that they can add and delete when assignments are submitted.

Once a student is placed on the Missing Assignment List, they will be given two Falcon time periods to finish their missing assignments and submit or turn them into their teacher. For example, if a student has Social Studies second hour and they did not turn in the assignment that was due that period, they are placed on the Missing Assignment list. The student then has the remainder of the day and an additional day all the way through Falcon time to complete the assignment.

So that classroom disruption is kept at a minimum, it is suggested that students submit missing assignments after they check in at the cafeteria at 7:30 a.m., during passing time in the hallway, during the class in which the assignment is missing, or during Falcon Time. An email will be sent to parents when a student is placed on the Missing Assignment List. The email will include the original due date and a description of the assignment. (i.e. Pg. 27 #1-11 or Chapter 10 Vocab, etc.).

If the student refuses to complete the assignment after two Falcon Time periods, they will receive a zero for the assignment. Any partially completed work will be graded and partial credit may be given for any late work. *The absentee makeup work policies will be followed before the missing assignment timeline begins.

Assignments and assessments given in class with a time limit expressed as a part of the assignment will not be subject to the missing assignment program. When the in-class assignment time is up, students will receive credit for the quantity and quality of work they produced during the specified time limit.

FILE: IKE-AP



Promotion, Acceleration and Retention of Students

Purpose of the Procedure

Each level of education builds a foundation for the next step in a child's educational career. Therefore, it is important that the child demonstrate certain basic skills before being promoted to the next grade level.

To either promote or retain a child is a very serious decision. It is the purpose of this procedure to establish certain processes that must be followed in order to ascertain whether or not promotion or retention is advisable. The major point of the procedure is to always keep the interest of the child as the main concern. Retention can be beneficial if it is handled in a positive and appropriate manner.

Process Guidelines - Middle School (6-8)

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

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

Bell Schedules

Regular Day Bell Schedule	
Opening of school doors	7:30
Students to the annex	7:30-7:45
Students report to first hour	7:45
1 st Hour	7:50-8:45
2 nd Hour	8:48-9:43
3 rd Hour	9:46-10:41
4 th Hour	10:44-12:03
1 st Lunch	10:44-11:08
2 nd Lunch	11:39-12:03
5 th Hour	12:06-1:01
6 th Hour	1:04-1:59
7 th Hour	2:02-2:57
8 th Hour	3:00-3:30



Emergency Procedures

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

Student Procedures - Fire

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

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Student Procedures - Tornado

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

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

Student Procedures - Earthquake

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

1. **If inside, stay inside.**
In classroom or office, **move away** from windows, shelves, and heavy objects and furniture that may fall. **Take cover** under a table, desk, or counter. If a “shelter” is not available, move to an **INSIDE WALL** corner, turn away from windows, kneel alongside a wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. If notebooks or jackets are handy, hold these over the head for added protection from flying glass and debris. In halls, stairways, or other areas where no cover is available, follow the above advice. In library, immediately move away from bookshelves and take appropriate cover.
2. **If outside, stay outside.**
In fields or en-route to and from school, move to a space, away from buildings, and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). **On the school bus, remain on the bus.** Remain in your seat and hold on. (Note: bus drivers should be instructed to stop buses away from power lines, bridges, overpasses, and buildings).
3. **Students will remain at school until is considered safe for students to be released.**



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

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

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

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

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

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

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



Counseling Services

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

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

Health Services

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

- All students attending school in the Fayette R-III School District shall be in full compliance with the Missouri State Law, Section 167.181, RSMo Cum. Supp. 1965 on immunization against communicable diseases.
- All students failing to show proof of immunization against Polio, Diphtheria/or DPT or DT, and Rubella shall be denied enrollment in the schools of the Fayette R-III School District.
- Exemptions from compliance must be in accordance with the provisions of the law. An exemption form must be filled out and on file in the health office.
- If a student becomes ill at school, he/she is to go to the health room to be checked by the nurse. The nurse will determine whether the child is to be sent home, rest in the health room for a while, or return to the class. Parent(s) are asked to make every effort to see that their child is picked up promptly when called by the nurse. Students must secure permission from the nurse's office before calling home to leave. Once someone is here to pick up a student, they are to sign the student out at the office. Students should know the family physician, hospital preference, and how to reach a parent(s) in the event of illness, accident, or emergency.
- CMS students must obtain a pass or permission from a classroom teacher to see the nurse.
- All parents are required to fill out a **student health survey** form each year. This form is required by law and will remain on file in the health room office.
- If medication is to be transported, it should be taken to the health office before school starts in the morning and picked up before the last period of the day. All **prescription medications** must be provided in the pharmacy labeled container it was prescribed in and brought to the health office. All medication will be stored in the health office with the exception of chronic health conditions as stated in the policy below:

Self-Administered Medications

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

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.



4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

FILE: JHCD

Wellness Policy

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

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

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

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

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

Brent Doolin
Fayette R-III Superintendent
District Wellness Co-Coordinator
248-2153

Kelly Beeler
Fayette R-III Health Supervisor
District Wellness Co-Coordinator
248-3800

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

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

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

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

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

- support efforts of parents/guardians to provide their children with opportunities to be physically active outside of school;



- provide information about physical education and other school based physical activity opportunities available to students before, during, and after the school day;
- share information through the district’s website, newsletters, other take home materials, special events, and/or homework about physical activity and physical education.

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

Cafeteria and Lunch

A hot breakfast and lunch program is available for all students. It is a well-prepared, nutritious meal. Breakfast is served from 7:30 a.m. to 7:50 a.m. Meals can be paid for by the day, week, month, or entire school year (175 days). Students may pay daily or weekly. These lunches are prescribed by state and federal law and must include certain foods such as fruits, vegetables, milk, protein, and carbohydrates. In addition, A La Carte items such as salads, sandwiches, and desserts are available, time permitting. The cafeteria will also provide sack lunches for students going on field trips for the same cost as a regular lunch. Other items such as milk, juice, snacks, etc. may be purchased as available.

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

It is preferred that student’s lunch accounts always have a positive balance in their accounts. If the account falls below -\$5.00, then a notification will be mailed home informing parents of the charges owed. After the account reaches -\$25.00, lunches will continue to be served to your student, but a payment plan must be established through the Daly/Clark Office. If the balance reaches -\$75, the account will be turned over for collections.

CMS students may choose to eat from the A La Carte Menu. Students must be in the positive in their lunch balance to purchase from A La Carte. ***If a student is in ISS or a lunch detention, he/she may not purchase from A La Carte that day.***

CMS students are allowed to order an extra breakfast and/or lunch. When students get charged for doubles the -\$25.00 dollar limit can be reached quickly. **If your family has qualified for the Free or Reduced program the extra meal is NOT covered by the program. Your student’s account will be charged full price for the second lunch or second breakfast.**

If you do not want your child to order extra meals, discuss this information with your student.

Due to DESE regulations, any student that has a milk allergy or milk sensitivity is required to have a note from a physician or parent/guardian to substitute out a soymilk carton for the regular milk. If you have any questions, contact the food services director at pvolkmann@fayetteschool.org.

School Dances

All CMS school dances are generally held from 7:00 p.m. until 9:00 p.m. in the CMS multipurpose room or Gym. Only CMS students may attend school dances. Announcements, via the bulletin, concerning discipline and/or other eligibility requirements will be made at least two weeks prior to the dance. Anyone that receives an ISS or OSS during a specified time window will not be allowed to attend the dance. Students that are ineligible are not allowed to attend the dance.



Detentions

Generally, detentions are assignments to supervised study areas before school, during lunch or after school hours. They serve as minor consequences for school infractions. A detention may range from 15 minutes to two hours at the discretion of school officials. Transportation for detention must be arranged by the student. Adequate time will be allotted for a student to make these arrangements. Detentions are normally assigned for the following day. If the student is unable to serve detention on the date(s) assigned, an administrator must be informed. Failure to report will result in further disciplinary action. Friday detentions are from 3:30 p.m. to 4:30 p.m. Teacher assigned detentions are traditionally served before/after school or during lunch. Lunch detentions are served during a student's lunch period.

Assemblies

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

Clark Middle School Discipline Plan

Name on board- Warning

- ✓ (1) Minor Office Referral - 1 before/after school 30-minute detention, or 2 lunch detentions
- ✓ (2 checks) Major Office Referral

If the behavior is physical, in violation of the safe schools act, or a major occurrence the student should be sent to the Focus Room immediately.

Discipline Procedures and Actions

Corrective and Remedial Disciplinary Processes and Options

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

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

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

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

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

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



The teacher may have:

- a. A conference held with the student to obtain a commitment, oral or written, for correcting the behavior.
- b. The student moved in the classroom.
- c. The student assigned specific educational assignments or tasks.
- d. The student serve detention.
- e. The student referred to the principal for appropriate action.

The principal and may:

- a. Place the student in detention and give assigned tasks by the teacher; parents are informed.
- b. Contact or hold a conference with the student and his or her parents for the purpose of accomplishing acceptable student behavior.
- c. Refer the student to other school departments (counseling), district departments (clinics), or other education, medical, social, or governmental units for assistance.
- d. Place the student in in-school suspension or detention assignment.
- e. Assign the detention.
- f. Place the student on probation under certain prescribed conditions with parental knowledge.
- g. When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, suspend the student from school for a period of time not to exceed ten (10) days, or by the superintendent in cases exceeding ten (10) school days to a maximum of 180 school days.
- h. File charges for illegal behavior against the student with governmental authorities having jurisdiction.
- i. Recommend student expulsion when all other actions have not been successful or the nature of the behavior violation requires this action.

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

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



In-School Suspension (ISS)

In-school suspension (ISS) has been created to provide an administrative alternative to out-of-school suspension. Students assigned to ISS will report to the office each morning of their assignment. Assignments from Core academic teachers will be provided for all students. CMS utilizes the Focus Room for ISS purposes. This is an environment where materials and computers are available for our students to work on assignments.

Guidelines for ISS are as follows:

1. Parental notification.
2. Students will report directly to the principal's office upon their arrival at school.
3. Absence is the only excuse for not serving an ISS assignment. The student who was absent will make up their ISS assignment immediately upon their arrival at school.
4. Students who report late for ISS will serve that day plus an additional day in ISS.
5. The student's schoolwork will be taken to the ISS center. Class assignments will pertain directly to their class work. Credit will be given for the quality of the work.
6. Students in ISS will be assigned to a study area. The supervisor will be the only one that they will be allowed to talk to during their ISS assignment. Any other breaks for restroom and lunch will be controlled by the supervisor.
7. The superintendent and building principal are the only school personnel who can assign ISS. The maximum number of days a student can be assigned to ISS by the principal at one time is ten (10). The Superintendent has the right to assign more days.
8. Student violating the ISS guidelines will be suspended for the full length of the time designated by the original rule infraction.
9. The school personnel will utilize a variety of positive measures to reinforce proper behaviors and attitudes.
10. Students who are assigned ISS after the second offense will follow the guidelines of "multiple ISS" through our discipline matrix.

Out of School Suspension (OSS)

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



Student Discipline

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

In all situations where a child is sent to the office, the parent will be notified by phone or email. All behavior referrals will be given to the student to be brought home.

Academic Dishonesty: Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

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

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

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

Assault:

- A. Attempting to cause injury to another person or intentionally placing another student in reasonable fear that physical injury is likely to happen or physically injuring another person.
- B. Attempting to cause serious physical injury to another person, killing or causing serious physical injury to another.
- C. Verbal (see swearing or use of unacceptable language)

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

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

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



Cell Phones and Non-Academic Electronic Devices: Students will not be allowed to use cell phones and non-academic electronic devices before school and during the school day. Upon arrival at school (7:30 a.m.) until the end of the school day (3:30 p.m.), **students are not to have cell phones and non-academic electronic devices in their possession.** If a student brings a cell phone or electronic device to school, they are to be turned off prior to entering the school building and kept in the student's locker. Students who use cell phones and electronic devices after the regular school day will be expected to use them in an appropriate manner. Students found using cell phones and electronic devices inappropriately will be considered in violation of this policy. Items that might detract from the normal educational process should not be brought to school. These items include but are not limited to electronic games, audio equipment, iPods, MP3 players, watches that carry calling/texting capabilities, and communication devices such as cell phones, etc. *The school district is not responsible for lost or stolen cell phones/non-electronic devices as students are to have these off and kept in their locked, assigned locker.*

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

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

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

Disrespectful Conduct: Inappropriate behavior or behaving as a nuisance by being offensive to public order of decency.

Disrespectful Speech: Using oral, written, and/or body language which is offensive and not acceptable on school premises. The building principal determines what is or is not appropriate language.

Disruptive Conduct: Any conduct or behaviors that do not follow classroom expectations and/or impedes the learning of others or that interferes with the classroom/school environment.

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

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

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

Non-Compliance: Ignoring directions and/or making excuses to not follow directions. Passive aggressive behaviors including but not limited to sarcastic compliance and pretending to do what is asked.

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

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



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

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

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

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

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

No student shall carry or use tobacco products:

- (a) in any school building or on school property at any time; or
- (b) on any school bus; or
- (c) during or after school activities, both home and away.

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

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

Weapons: (see Board policy JFCJ)

- A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; or any instrument or device used to inflict physical injury to another person. Report to authorities is required by law.
- B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).



Clark Middle School Discipline Matrix

Offense	1st Referral	2nd Referral	3rd Referral	4th Referral
Academic Dishonesty-Progressive Discipline with 0 credit	Friday Detention	1 day ISS	2days ISS	3 days OSS
Arson	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent
Assault with intent to do bodily harm	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent
Boisterous Conduct or Horseplay	Friday detention	1 day ISS	2 days ISS	3 days ISS
Bullying/Harassment See board policy (JFCF)	1 day ISS	2 days ISS	1 day OSS	3 days OSS
Cell phones and non-academic electronic devices	Friday detention	1 day ISS	3 days ISS	4 days ISS
Dangerous Items- Possession or use	1 day OSS	5 days OSS	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent
Defiance of Authority	Friday detention	1 day ISS	2 days ISS	3days ISS
Dishonesty	Friday detention	1 day ISS	2 days ISS	1 day OSS
Disruptive Conduct	Friday detention	1 day ISS	2 days ISS	4 th and subsequent referral 4 days ISS
Disruptive Speech	Friday detention	1 day ISS	2 days ISS	4 th and subsequent referral 4 days ISS
Disrespectful Conduct	Friday detention	1 day ISS	2 days ISS	3 days OSS
Disrespectful Speech	Friday detention	1 day ISS	2 days ISS	3 days OSS
Non-Compliance	Friday detention	1 day ISS	2 days ISS	3 days OSS
Drugs/Alcohol- Possession/Sale/Purchase/ Distribution/Consumption of illegal or controlled substance or alcohol	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent
False Alarms	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent
Fighting with fist/hands/feet	5 days OSS	7 days OSS	8 days OSS	10 OSS 10 days OSS and referral to Superintendent
Leaving School Property	1 day OSS	2 days OSS	3 days OSS	4 days OSS
Out of Assigned Area of School	Friday Detention	1 day ISS	2 days ISS	3 days ISS
Public Display of Affection	Friday Detention	1 day ISS	2 days ISS	1 day OSS
Repeated Referral after 4 th Offense for most offenses	3 days OSS	4 days OSS	5 days OSS	5+ days OSS and referral to Superintendent
Sexual Harassment	2 days ISS w/ referral to Superintendent	2 days OSS w/ referral to Superintendent	5 days OSS w/ referral to Superintendent	10 days OSS w/ referral to Superintendent
Tardies-Per quarter	1-warning	Teacher detention	Teacher detention	Friday detention
Technology Misconduct	Restitution, Computer restrictions	Restitution, Computer restrictions	Restitution, Computer restrictions	Restitution, Computer restrictions
Theft	1 ISS Min. Restitution	3 days OSS	10 days OSS w/ referral to Superintendent	10 days OSS w/ referral to Superintendent
Threats or extortion to teacher	5 days OSS	7 days OSS	8 days OSS	10 days OSS w/ referral to Superintendent
Threats or extortion to students	3 days OSS	4 days OSS	5 days OSS	7 days OSS
Tobacco- Possession	3 days OSS	5 days OSS	7 days OSS	10 days OSS w/ referral to Superintendent
Tobacco-Usage	5 OSS	7 OSS	8 OSS	10 days OSS w/referral to Superintendent
Truancy	Friday detention	1 day ISS	3 days ISS	4 days ISS
Vandalism	4 ISS min., Restitution	10 OSS and referral to Superintendent, Restitution	10 OSS and referral to Superintendent, Restitution	10 OSS and referral to Superintendent, Restitution
Weapons-Possession of or use of	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent	10 OSS and referral to Superintendent



****Decisions made regarding student discipline will be at the discretion of administration.***

1/2 day of ISS may be substituted for Friday detention upon discretion of administration.

Safe Schools Act

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

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

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

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

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

Hazing

Hazing will be considered harassment in the discipline policy. Hazing is defined as any activity that would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants. **(See Board policy JFCF)**



Athletic and Academic Eligibility

We strongly encourage all students to participate in extra-curricular activities. To be eligible to participate students must meet the following requirements:

1. Students must be good citizens. This is a vague and broad statement, but it means that students who have discipline problems at school or are arrested by the police will not be allowed to represent our school in any activity.
2. At each grading period, if a student is earning two or more Ds and/or one or more Fs, the student will be ineligible. Students who are ineligible will be unable to attend or participate in extra-curricular activities for 10 consecutive days (**beginning on the dates announced; this includes attending events for the middle school and high school**). Extra-curricular activities are defined as any activities before, during, or after school that are not directly tied to a student's grade. Students will continue to be ineligible for 10 consecutive days or until the next grade check. **Students who are involved in an extra-curricular activity may participate in practices but are unable to participate in events until the next grade check. If a student is still ineligible at the next grade check, the same process will apply.**
3. Students who are sent out of a class for disciplinary reasons cannot participate in school activities for the remainder of the day until the consequence for their behavior has been served.
4. A student must be in attendance the entire school day to be eligible to participate and/or attend an activity that night unless the absence is approved by the principal or superintendent. A student who is absent Friday will not be able to participate and/or attend an activity on Saturday without prior approval from the principal or superintendent. If the student is absent the day after an activity, participation in the next activity could be jeopardized unless the absence is excused by the principal or the superintendent.

Student Dress Code

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

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

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

1. All students must wear shoes, boots, or other types of footwear. No slippers are allowed.
2. Articles of clothing are to be worn according to the intent of the original design.
3. No hats or hoods are to be worn in the building unless medically or religiously required.
4. Extreme brevity of attire will not be acceptable. The following limitations will be enforced:
 - a. Excessively short shorts or skirts that create a substantial disruption to the learning environment.
 - b. Low cut tops, bare-midriff clothing (upon raising arms, the student's midriff is exposed), see-through blouses/shirts.
 - c. Halter-tops, tube tops (unless covered by appropriate outer garments), tank tops, off shoulder tops, bare back tops, white cotton-ribbed underwear tank tops (unless under another shirt). All shirts must cover the waistband and all undergarments.
 - d. Holes in jeans/pants cannot expose undergarments or cause a substantial disruption to the learning environment.
 - e. Tight/revealing clothing, low cut, or hip hugger pants/jeans.
 - f. Pajamas (including PJ bottoms) (Pajamas can be worn on spirit days if they are designated the theme.)



- g. No drug, alcohol, tobacco ads and/or illustrations on clothing.
 - h. No clothing with slogans that is derogatory to societal institutions.
 - i. No dark shaded glasses.
 - j. No wallet chains or excessively loose clothes that expose undergarments or anatomy features.
 - k. No exposed undergarments
5. Class activities which present concern for student safety may require the student to adjust hair or clothing during the class period in the interest of maintaining safety standards.
 6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
 7. Hats or dark glasses being worn in the building will be taken away and will not be returned until the end of the school year.
 8. Leggings/athletic-style leggings must be worn with a shirt that covers anatomy features.

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



Clark Middle School Expectations Matrix

	Be Responsible	Be Respectful	Be Safe
Classroom	<ul style="list-style-type: none"> Follow adult directions the first time given. Complete and return all homework. Bring necessary items to class. Take care of classroom belongings. 	<ul style="list-style-type: none"> Keep hands, feet, and unkind words to self. Work quietly and complete your assignment. Appropriate contribution to class discussions. 	<ul style="list-style-type: none"> Walk only. Use correct sitting position.
Restroom	<ul style="list-style-type: none"> Use restroom for intended purposes. Flush toilet. Wash hands. Keep and leave restroom clean. 	<ul style="list-style-type: none"> Allow for privacy of others. Keep hands, feet, and unkind words to self. Keep voices off. Keep stalls free of graffiti. 	<ul style="list-style-type: none"> Walk only.
Hallways During Class	<ul style="list-style-type: none"> Walk only. Use a quiet voice. Stay to the right of the hallway. Gently close lockers. 	<ul style="list-style-type: none"> Keep hands, feet, and unkind words to yourself. Use quiet walking feet. Use a quiet voice. 	<ul style="list-style-type: none"> Walk only. Stay clear of traffic flow when waiting to enter a classroom.
Passing Time	<ul style="list-style-type: none"> Walk only Stay to the right of the hallway 	<ul style="list-style-type: none"> Keep hands, feet, and unkind words to yourself. Keep all perfumes and/or body sprays at home. 	<ul style="list-style-type: none"> Walk Only.
Walking to & from H.S.	<ul style="list-style-type: none"> Stay on the sidewalk the entire way to and from the High School. Walking only. 	<ul style="list-style-type: none"> Keep hands, feet, belongings and unkind words to self. 	<ul style="list-style-type: none"> Walk only.
Cafeteria	<ul style="list-style-type: none"> Walk and stand quietly in line. Stay in appropriate line order. Stay seated in the cafeteria. Raise hand when you need something. Place trash in trash cans. 	<ul style="list-style-type: none"> Use a quiet voice and talk only to kids beside you. Engage in appropriate conversation and behavior. Eat only your food and use manners. Keep food on your tray and the area clean 	<ul style="list-style-type: none"> Walk only.
Bus	<ul style="list-style-type: none"> Follow bus rules. Keep all things in your backpack. Use a quiet voice. Sit on seat. 	<ul style="list-style-type: none"> Use a quiet voice. Be polite. Be considerate of other peoples' property. 	<ul style="list-style-type: none"> Sit quietly, facing forward. Only use the aisle to get on or off the bus.
Locker Room	<ul style="list-style-type: none"> Wash gym clothes regularly. Practice good personal hygiene. 	<ul style="list-style-type: none"> Other people's lockers are for their eyes only.. Respect the privacy of others. Keep all perfumes and/or body sprays at home. 	<ul style="list-style-type: none"> Keep hands, feet, and unkind words to self
Assembly	<ul style="list-style-type: none"> Follow adult direction the first time given. 	<ul style="list-style-type: none"> Be attentive at all times. Keep hands, feet, and unkind words to self. Participate appropriately. 	<ul style="list-style-type: none"> Enter/Exit assembly in an orderly manner. Walk only.
Dismissal	<ul style="list-style-type: none"> Leave school grounds promptly. Have belongings & homework in your book bag before you leave your locker. 	<ul style="list-style-type: none"> Keep hallway clear for traffic flow. Keep hand, feet, belongings, and unkind words to self. 	<ul style="list-style-type: none"> Walk only in hallways and on sidewalks.
All Settings	<ul style="list-style-type: none"> Follow adult directions the first time given. Take care of school property. Show good character. 	<ul style="list-style-type: none"> Keep hands, feet and unkind words to self. Be fair and kind to others at all times. Use appropriate language. 	

