

CUBA MIDDLE SCHOOL



**We are Respectful, Responsible and
Reliable Wildcats!**

2026-2027 Student/Parent Handbook

Cuba Middle School
#1 Wildcat Pride Drive
Cuba, MO 65453
Phone # 573-885-2534
Fax # 573-885-6278

Crawford County R-II School District

Mission Statement

The mission of the Crawford County R-II School District is to empower and inspire every student to reach their full potential through relevant content and student-centered instruction in a safe & supportive environment.

Vision Statement

The vision of the Crawford County R-II School District is to prepare every student to be a leader who is life ready & globally minded.

Core Values

The Crawford County R-II School District believes that the following core values are essential to success. They represent who we are, what we believe, and what we do. ***EVERYONE...EVERY DAY***

Civility & Respect... Accountability & Ownership... Character & Integrity...
Strong Work Ethic... Empathy & Compassion

ONE SCHOOL – ONE TEAM- ONE COMMUNITY – ONE FAMILY



Dear Parents/Guardian:

Welcome to Cuba Middle School, home of the Wildcats! This handbook is designed to inform you about school procedures, policies, and student expectations.

Teachers, principals, and support staff are here to assist in providing quality educational experiences. We want all parents to feel comfortable in calling the school and seeking opportunities to become involved in the education of their children. We do ask that for the safety of our students you check in at the office each time you are visiting our Middle School. You are required to have a state issued photo ID. Responsible efforts on the part of students, along with good support and involvement from parents and teachers, will lead to a successful year at Cuba Middle School.

We would also like to encourage you to take advantage of our Lumen Parent Portal Program, <https://crawford-co-r2-mo.lumentouchhosts.com/light/lumen/signin>. Our district website, www.ccr2.org and Facebook page are valuable resources you can utilize in order to stay informed about school functions. Our goal is to provide the best education possible for each student and to keep you informed regarding the progress your child is making. Please take the time to review the material in this handbook and contact us if you have any questions or concerns. *Principal's Office: (573) 885-2534, ext. 1183.*

Sincerely,

Mrs. Erica Williamson
Principal

Mr. Shane Hunt
Assistant Principal

Cuba Middle School Mission & Vision Statement

Mission: At CMS, we are a community of leaders who “Do what is best for ALL students.”

We:

- Love learning and excel in all we do,
- Recognize, honor, and celebrate the leaders within us,
- Achieve goals together while building relationships,
- Partner with the community to develop leaders for responsible citizenship.

Vision:

The Vision of Cuba Middle School is to prepare every student to be a leader, who is life ready and globally minded.

TABLE OF CONTENTS

2026 – 2027 School Calendar	5
AMI-Alternative Methods of Instruction	6
Notice of Nondiscrimination & Public Notice	6/7
Family Policy Compliance	8
ESSA Complaint Procedure	9/10
Title IX Policy & MOCAP Virtual School Program	10/12
Title I Notification & Title I Parents Rights to Know	12/13
Building Hours & Building Regulations	13/14
Sign In/Out & Office Telephone Use	14
Directory Information	14/15
Transportation	15
School Closings	16
Bell Schedule	16
Safety Drills	16
Guidance & Counseling	16
School Based Social Worker	16
Resource Officer	17
School Nurse	17
Grading System/Weighted Grades/Test Retakes/State Assessments	18
Mid-terms/Academic Recognition	19
Retention Policy	19
Attendance Policy/Appeal Process/Prearranged Absences	19/20
Attendance Incentives	20/21
Summer School	21
Middle School Activities	21/22
Middle School Sports/Attendance Requirements	22/23
Assembly Conduct	23
School Grounds	24
Cafeteria Rules	24
Student Academic Integrity Policy	24/25
Media Center/Rules & Regulations	25/26
Book & Laptop Fees	26
School Wide Rules	25/26
Cell Phone Policy	26
Walk the Wildcat Way Expectations	28
CMS Expectations & Goals/Matrix	28/29
Student Dress	30
After School Detention (ASD)	30
Late Work Policy	31
In-School Suspension (ISS)	31
Out of School Suspension (OSS)	32
CCR2 Student Conduct & Accountability Link	33
Parental Consent Page	34

Crawford County R-II School 2026-2027 Calendar

July

S	M	T	W	T	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	

6th, 13th, 20th, 27th – Closed

January

S	M	T	W	T	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						16

1st, 4th, 11th, 18th, 25th - Closed

4th – Staff PD

5th – 2nd Semester Begins

August

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

3rd, 10th, 17th, 24th, 31st - Closed

12th – 14th – New Teacher PD

17th – 20th – Staff PD

20th – Open House

25th – 1st Day of School

February

S	M	T	W	T	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						
						16

1st, 8th, 15th, 22nd - Closed

1st – Staff PD

5th - Third Quarter Mid-term

September

S	M	T	W	T	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			
						18

7th, 14th, 21st, 28th - Closed

14th – Staff PD

18th - 1st Quarter Mid-term

March

S	M	T	W	T	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			
						16

1st, 8th, 15th, 22nd, 29th, 30th, 31st – Closed

1st - Staff PD

11th - End 3rd Quarter

15th – *Snow Make-Up Day #6

March 29th – April 2nd Spring Break

October

S	M	T	W	T	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
						18

5th, 12th, 19th, 26th - Closed

5th – Staff PD

16th End 1st Quarter

April

S	M	T	W	T	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	16

March 29th – April 2nd Spring Break

1st, 2nd, 5th, 12th, 19th, 26th - Closed

5th - Staff PD

19th – *Snow Make-Up Day #7

23rd - 4th Quarter Mid-term

November

S	M	T	W	T	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					14

2nd, 9th, 16th, 30th - Closed

2nd and 30th – Staff PD

13th - 2nd Quarter Mid-term

25th – 27th Thanksgiving Break

May

S	M	T	W	T	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					15

3rd, 10th, 17th, 24th, 28th, 31st – Closed

3rd - Staff PD

22nd – Graduation

24th – *Snow Make-Up Day #8

27th - End 2nd Semester / School Ends

December

S	M	T	W	T	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		13

7th, 21st, 28th - Closed

18th - End 1st Semester

21st – 4th Christmas Break

June

S	M	T	W	T	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			16

7th, 14th, 21st, 28th – Closed

1st Start of Summer School

25th - Summer School Last Day

Student Days: 32 + 35 + 39 + 40 = 146

Teacher Days: 37 + 39 + 41 + 42 = 159 (New Teachers 162)

Weather Days: Days 1-5 missed due to inclement weather are built in. Days 6, 7, and 8 missed due to inclement weather will be made up on March 15, April 19, and May 24.

New Teacher Orientation Staff PD School Begins/Resumes No School School Ends Graduation Snow Make-Up Days

Approved 1-22-2026

AMI (ALTERNATIVE METHODS OF INSTRUCTION)

The Crawford County R2 School District maintains a DESE-approved Alternative Methods of Instruction (AMI) plan that may be utilized for school closures due to inclement weather, utility outage, or contagious disease. AMI time may be used for up to 36 hours of educational time that otherwise may be lost or cancelled. During AMI, students will be actively engaged in the learning process and expected to complete and return work. The first and second days of AMI may be used for review of current content; the following consecutive days will include new content within the current unit of study. Please review the entire CCR2 AMI Plan under the 'PARENTS' tab of the school website.

NOTICE OF NONDISCRIMINATION

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

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

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

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

COMPLIANCE COORDINATOR

Dr. Myra Siebert-Assistant Superintendent
#1 Wildcat Pride Drive
Cuba, MO 65453
573/885-2534

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

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

Family Policy Compliance

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

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

(Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

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

This guide explains how to file a complaint about any of the programs 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 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written 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?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the 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 forty-five 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 thirty-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 five 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, 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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. This 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.

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- 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.

Prohibition Against Harassment, Discrimination and Retaliation (Policy 1300)

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

This Policy governs the District's compliance with the laws identified, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies: Dr. Myra Siebert, Assistant Superintendent at 1 Wildcat Pride Drive, Cuba, MO 65453. Phone number 537-885-2534 Ext. 1174.

For the complete policy and regulation click on the links below:

<http://moconed.com/district/CrawfordCoRII/district.php?pol=1893>

<http://moconed.com/district/CrawfordCoRII/district.php?reg=926>

Missouri Course Access and Virtual School Program (MOCAP) CCR2 General Information

Enrollment eligibility

Any K-12 student having been enrolled for at least one (1) semester immediately prior to enrolling in a public school and currently enrolled at Crawford County R-2 Schools may be eligible to apply for participation in MOCAP at the district's expense. Home school and private school students wishing to take additional courses may be permitted at the student's expense.

Students wishing to participate in MOCAP must have personal access to appropriate technology equipment and infrastructure. Students will need to verify their device and internet capabilities meet or exceed the following specifications:

- Intel Celeron 4000 processor
- 11.6" screen
- HD 64 GB
- Ram 4 GB
- Windows 10
- 1.5 Mb download internet speed
- 1.0 Mb upload internet speed

All applications must be completed and submitted to the building principal at least 10 days prior to the start of the semester for the requested virtual course; new students must request within 5 days of enrolling. Additionally, students wishing to enroll must meet with the appropriate grade-level counselor and/or building principal, verify technology specifications are available, and provide parent notification in advance of MOCAP enrollment through an

approved MOCAP vendor. *CCR2 has partnered with Launch as a preferred and recommended provider.*

Upon receipt of the CCR2 application and completion of all other enrollment criteria, CCR2 administration will provide a determination within 10 days; however, district administration may deny access if it is not in the student's best academic interests and/or outside of the application window. If necessary, CCR2 will follow the outlined appeal process found on the [MOCAP website](#), in [Missouri Statute 161.670 \(2\)](#), and within CCR2 board policy [R6190](#).

District clarifications

Students enrolled in more than two (2) virtual courses will be required to meet with the appropriate grade-level school counselor to develop a DESE-required individualized learning plan. MOCAP participants are still required to participate in CCR2's state MAP and EOC assessments; MOCAP students will be expected to attend scheduled testing dates on campus.

Teacher access and support for virtual courses is solely through the online instructor correspondence. CCR2 employees are not obligated to support MOCAP participants as they already have a full course load of students. Additionally, MOCAP participating students may not be eligible to participate in extra-curricular, co-curricular, or after-school activities. To participate, students must meet all MSHSAA and building eligibility requirements.

A+ eligible students should reference attendance expectations noting that completion of a course only yields a 95% attendance rate. MOCAP students should reference DESE and CCR2 A+ policies prior to enrollment. A CCR2 diploma may only be earned if the participating MOCAP student meets all state and district academic requirements. Please refer to district graduation requirements for further clarification.

Per [Missouri Statute 161.670 \(6\)](#) and [R6190](#), administration will consider recommendations, and evaluate the progress and success of enrolled MOCAP students. The administration reserves the right to terminate or alter the course offering if the student is not meeting obligations or the course is not meeting the student's educational need including sufficient scoring on annual Missouri State Assessments. In the event a program participant discontinues their enrollment or the district terminates the course offering, the district will also discontinue monthly payments made on the student's behalf to the virtual course provider.

CCR2 expects MOCAP students and parents to take initiative in enrolling, course completion and success, and adherence to all CCR2 board and building policies that are in alignment with DESE-state mandates. Any aspect of MOCAP not addressed above should be referenced directly through the [Missouri Course Access and Virtual School Program](#).

TITLE I SCHOOL-WIDE PARENT INVOLVEMENT PLAN

The following plan was developed by the Title I School-wide Advisory Committee to inform parents of the activities available at CMS.

Strategies for Involvement:

1. Parent emails are sent home by each grade level to notify parents of the assignments and upcoming quizzes and tests, field trips and other events taking place in the building.
2. “Life in the Middle” emails from the principal provide parents with upcoming events/activities during the school day and evening hours. The principal will also use the following avenues to post information for parents: Parent Link, district webpage, district Facebook page, and school electronic sign.
3. Each year, results from the district selected assessments and the MAP test results will be sent home to parents, along with a letter to explain the results.
4. At the beginning of the school year, the Annual Title I Review is held to inform parents on the overall School-wide Program, presented by the Title I Advisory Committee.

TITLE I-PARENTS RIGHT TO KNOW

Our district is required to inform you that you, according to the Every Student Succeeds Act of 2015 (Public Law 11495), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1.A. funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

BUILDING HOURS

The middle school building is open at 7:25 a.m. Students are expected to either report directly to their first hour classroom OR to the cafeteria to eat breakfast, when they enter the building. Once you enter your first hour classroom you will not be allowed to leave to eat breakfast. Menus for breakfast and lunch are posted at both entrances to the building. All students are to vacate the building by 3:35 p.m. unless they are participating in a supervised activity or waiting for a second load bus.

BUILDING REGULATIONS

- Students are expected to remain in the middle school before, during, or after school. If they need to visit another building on campus they should be supervised by an adult.
- Students arriving at school are expected to remain on campus until the end of the school day.
- Students are not allowed to bring visitors to school.
- Students need to know their ID number for lunch purchases and to check out books from the library.
- Students are not allowed to take any food or beverage into the classroom unless given special permission by the administration. Water is the only drink allowed in the classroom. **Energy drinks, such as, but not limited to: Red Bull, Monster, Amp, NOS, etc. are NOT permitted in the building.**
- Our learning environment begins at **7:45 a.m.** Students are expected to be in their first hour class at 7:45 a.m. to not be counted tardy or late. Any student who arrives after 7:45 a.m. must check in at the middle school office. Students arriving after 7:45 a.m. are considered late to school and this will be counted towards the number of times a student can be late each quarter before consequences are given. Please see the discipline section for consequences.
- Backpacks are allowed in the classroom. Lockers will not be issued.

SIGN IN/OUT

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

OFFICE TELEPHONE

If a student must call home, they will need to use the phone in the main office. Students should not make personal phone calls from any other office or classroom. Students are not allowed to make calls from their cell phones during the day, unless given permission by the administration, in the office, for a school-related event. Calls will be limited to emergency use only. Planning to go home with a friend or to stay after school for a dance is not considered an emergency.

DIRECTORY INFORMATION

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

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

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

TRANSPORTATION

All students traveling to or from school on the bus are expected to follow the 3R's (Respectful-Responsible-Reliable) while on the bus and once they arrive at the school building. Students should enter the building directly from the bus or exit the building directly to the bus. Any student leaving school property after exiting the bus, upon arrival to school, will be disciplined. If the bus arrives late to school (after 7:45 a.m.), the student will need to report to the office to obtain a pass admitting them to class.

A child may ride a different bus AM and PM if predetermined at enrollment.

A child may ride a different bus by day or week if predetermined at enrollment.

Temporary switching of routes, 4 or fewer consecutive days, will not be allowed.

With advance notification and parental request in writing, a student's route may be changed for 5 or more consecutive days.

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

Please DO NOT call the radio stations or home of school personnel to find out about school closings. You may call 885-2534 for school information or log on to our website www.ccr2.org or at our Facebook page.

Once students get on the bus after school they will not be allowed to get off the bus without an administrator approval due to the parent being in the parking lot if arrangements for parent pick-up were not made with the office before school is dismissed. Parents are not allowed to get their children off the bus without administrator approval.

SCHOOL CLOSINGS/EARLY DISMISSALS

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

CMS BELL SCHEDULE 7:45 AM to 3:35 PM

1st Hour-7:45-8:42 AM	<u>Lunch</u>
2 nd Hour-8:45-9:42 AM	5 th Grade-11:40 AM-12:00 PM
3 rd Hour-9:45-10:42 AM	6 th Grade-11:42 AM-12:02 PM
4 th Hour-10:45-11:42 AM	7 th Grade-12:10 PM-12:30 PM
5 th Hour-PRIDE	8 th Grade-12:13 PM-12:33 PM
6 th Hour-12:36-1:33 PM	ISS/ALC-11:22 AM-11:42 AM
7 th Hour-1:36-2:33 PM	
8 th Hour-2:36-3:35 PM	

SAFETY

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

GUIDANCE & COUNSELING

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, and/or help with home, school, and social concerns. Students wishing to see the counselor should fill out the counselor referral form. There is an icon on their desktop for this. Students will be called on that day, when the counselor becomes available.

SCHOOL BASED SOCIAL WORKER

The SBSW is the liaison between the school, home, and the Department of Family Services. The SBSW can provide resources for students and their families including, but not limited to: school supplies, homelessness, food, clothing, substance abuse, medical & mental health needs, etc...Please feel free to contact the Social Worker during school hours at 885-2534, ext. 1220.

RESOURCE OFFICER

The SRO will work with the building principals to develop and maintain procedures for student and staff safety. The SRO will actively work to deter and identify potential threats in the school, conduct drills with students and staff, de-escalate aggression between students and aid in supervision of parking lots, the school building, and home athletic events. The SRO can be reached at 573-885-2534 Ext. 1180.

SCHOOL NURSE

The school nurse is available for medical assistance as needed. If a student needs to see the nurse, the classroom teacher will call the nurse to come to the classroom. The nurse's office is located in the Intermediate Building. The school nurse does not handle general maintenance on piercings and tattoos.

Medications will only be administered with a physician's order. Over-the-counter medications (i.e. Tylenol, cough syrup, etc.) **will not** be administered without a physician's prescription and may not be carried by a student without prior approval. All medicines prescribed by a doctor must have a pharmaceutical label to be accepted at school. Any medication needed during a school day must be delivered to the school nurse by an adult. Students are not allowed to bring medicine to school themselves. The bottle should include the following information:

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

Students may not keep medications on their person or in their backpacks.

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

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

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

We expect all students to participate in all activities in each classroom every day. If your child has a medical issue which might prevent him/her from being able to participate in activities, we need a note from their physician stating what activity they cannot do and the length of time they cannot do it. **Changes to a child's medical needs must be**

updated and reported to the school nurse anytime the child's medical needs change. If you have any questions or concerns regarding this policy, please contact the school nurse.

GRADING SYSTEM

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

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

WEIGHTED GRADES

The grading system is designed to measure student achievement. Each student is encouraged to attain the highest level of achievement possible. Important goals for each student are competition against his/her own record in the direction of self-improvement and striving for the satisfaction that comes from performing each task well. In order for Cuba Middle School to accurately record student learning the following weighted grading scale will be used:

- 60% of a student's grade will consist of: Summative Assessments/Unit Tests/Major Writing Projects, coded as "summative" in the student information system.
- 40% of a student's grade will consist of all other work, coded as "classwork" in the student information system.

TEST RETAKES

Summative test retakes will be offered from teachers per request of students in grades 6th-8th. In 5th grade test retakes can be requested by the student or parent. In order to be eligible for any summative retake students must meet the criteria of the building level form that will be issued by the teacher. All assignment/work for the unit the student is wanting to retest over must be completed before the student can retake a summative assessment. **Please see each grade level syllabi for specific guidelines and procedures. Missed work is to be completed by the student through a working lunch with the teacher, before and after school tutoring/homework lab, or on his/her own initiative/time. The retake request must be made within 2 days of the student receiving their first assessment score.

STATEWIDE ASSESSMENTS

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

MID-TERMS & QUARTER GRADE REPORTS

Mid-term reports are emailed out every 4 ½ weeks. Quarter grades are emailed out at the end of each nine week grading cycle. Every parent is encouraged to sign up for our Parent Portal through Lumen which will allow you to have access to your child's grades at any time. Directions on how to sign up for access to Lumen can be found on our school website at ccr2.org under the parent link. The final grade report for the school year will be sent, via email after the school year has been completed, unless other arrangements are made with the office.

ACADEMIC RECOGNITION

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

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

RETENTION POLICY

After the first semester, any student who receives an F in two or more classes on the Semester grade report is at risk of failure. A letter will be sent from the Middle School Principal notifying the parent/guardian of the risk of retention at each grading period. At this time a parent/student meeting will be held to discuss intervention strategies that may be implemented for student success.

At the end of the third quarter a second letter will be sent to the parent/guardian of students with any F's notifying them that retention is a possibility and requesting that they set up a *team meeting.

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

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

ATTENDANCE POLICY

Regular and punctual attendance is imperative to ensure success in the classroom. Attending school every day is essential in developing a proper work ethic and a sense of responsibility. Therefore, a student must be in attendance 92% of the days possible. When

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

Students are allowed **14 days per year to be absent if necessary. There are no excused or unexcused days, only verified or unverified absences.** Absence from school should be limited to personal illness, family crisis, or medical appointments that cannot be scheduled outside the regular school day.

Parents and/or guardians will be notified by letter when their child has been absent five (5), eight (8) days and twelve (12) days to remind them of the attendance policy. Beyond the 14th absence, the parent will be notified by administration that attendance in summer school is required.

If the absences continue beyond fourteen (14) days the student will be referred to the school based social worker for possible referral to the Department of Family Services or to the Juvenile Office. Cases of emergency situations, extended illness, or serious accidents will be dealt with on an individual basis with the building principal. It is the parent/guardian's responsibility to request homebound instruction during these emergency situations. (See Board Regulation 2310 for more information.)

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

All absences must be verified by a telephone call to the school on the day of the absence by 9:00 a.m. If a telephone call is not received, the attendance secretary will call to verify absence.

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

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

MAKE UP WORK must be made up on the student's own initiative. When a student is absent for one day, they should pick up their work from each teacher upon returning to school. Parents of students who are absent two or more days should request work for their student before 10 a.m. of the second day of absence and pick up the work that day after 3:00 p.m. Students will be allowed one day for each day missed, up to five days, to make up work.

APPEAL PROCESS

If a student misses more than 14 days per school year due to extenuating circumstances such as hospitalization or under extended care from a physician, which would require documentation, the parent may appeal to an attendance committee. The attendance committee will consist of the administration, counselor, School Based Social Worker and the school nurse.

PRE-ARRANGED ABSENCES

Any pre-arranged absence in excess of 3 days will require prior written approval by the principal. Pre-arranged absence forms can be obtained at the middle school office. Work is due the first day the student arrives back to school. **These days do count towards the 14 days a student can miss per year.**

ATTENDANCE INCENTIVES

We do want to recognize students who have regular attendance. Quarterly attendance and semester incentives will be held. Any student who does not have more than 2 absences per quarter will be invited to attend an after-school incentive. This includes no more than 2 absences from any one class.

Semester incentives will be provided to students with perfect attendance. This will be an incentive off campus during the school day. ****Any time a student is signed out before the end of the school day this will count against their attendance. This applies to field trips as well.**

SUMMER SCHOOL

Students receiving three semester F's will be required to attend Summer School. A grade of a "C-" or higher and 92% attendance will be required to pass the failing class(es).

Students missing more than 14 days of school each year will be required to attend Summer School. Students are required to have 92% attendance and meet academic requirements in summer school to pass on to the next grade level.

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

MIDDLE SCHOOL ACTIVITIES

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

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

ACTIVITIES REQUIRING ELIGIBILITY STANDARDS:

- Cross Country (7 & 8)
- Basketball (7 & 8)
- Track & Field (7 & 8)
- Volleyball (7 & 8)

ACADEMIC ACTIVITIES

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

Band (6–8)

Chorus (5–8)

***ACTIVITIES REQUIRING SPECIAL ELIGIBILITY**

Knowledge Bowl (5-6)

Student Council (5-8)

ACTIVITIES OPEN TO ALL STUDENTS

Builders Club (5–8)

Chess Club (5–8)

Creative Crafters (5–8)

Science Olympiad (6–8)

Robotics (5-8)

After School Choir (5-8)

Drama Club (5-8)

Kindness Club (5-8)

Journalism Club (5-8)

MIDDLE SCHOOL SPORTS

Track & Cross Country

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

Basketball & Volleyball

The Coach and Assistant Coach will hold try-outs prior to the start of the season. At the end of the try-out session, the coaches will decide which students will make up the team. (Students not chosen for the team can request an exit conference with one of the coaches to advise them of skills they need to fine tune.)

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

ATTENDANCE & GRADE REQUIREMENTS (regarding sports/activity participation)

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

1. Only students attending on campus classes are eligible for co-curricular activities, extracurricular activities, and/or athletics.
2. CCR2 students participating in virtual or online learning are not allowed to attend co-curricular activities, extracurricular activities, and/or athletics.

3. Attendance capacity at school-sponsored events will be determined using the mass gatherings criteria provided by local, county, and state health department guidelines.

(Seating capacities will be dependent upon the venue and the most current information available.)

Students must be in attendance the entire day in order to attend/participate in any extra-curricular activities unless a doctor's note is provided and the student attends at least four class periods the day of the activity. Students must be in attendance the entire day on Friday to attend an extracurricular activity on Saturday, unless a doctor's note is provided and the student attends at least four full periods on that Friday before the Saturday event.

A 7th or 8th grade students must meet the following requirements (MSHSAA, Section 2.3.7) in order to be academically eligible to participate in interscholastic activities:

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

If a student has **In-school suspension**, the student **will not** be allowed to participate in or attend any sport or activity on the evening of the day(s) during their In-school suspension. Once the ISS has been served, a student is allowed to attend and/or participate in the activity on the day the ISS is completed. The student **will not** be allowed to ride district transportation to attend or participate in a sporting event or activity unless the ISS is fulfilled.

If the In-school suspension occurs on Friday and carries over into the next week, the student **will not** be allowed to participate in a practice, game or activity on Saturday or Sunday. Students on Out of School Suspension are not allowed to attend or participate in any school related activity until the OSS has been served.

Students are required to use school transportation to and from activities and contests unless they are released to their parents or guardian after the activity or contest. Parents must sign the Crawford County R-II release form found in the Activity Handbook or it may be printed from the website at ccr2.org, if they wish to release their child to another

adult. All notes must be verified by the parent and approved by an administrator before the end of the school day.

ASSEMBLY CONDUCT

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

SCHOOL GROUNDS

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

Skateboarding, rollerblading, scooter riding, etc. is not allowed on school property. Skateboards, hoverboards, roller blades, roller shoes, scooters, etc. should not be brought to school.

CAFETERIA RULES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced lunch and breakfast programs are offered at reasonable prices.

As students at CMS, they should follow the three 'R's' of the cafeteria.

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

Cafeteria	Respectful	Responsible	Reliable
	<ul style="list-style-type: none">• Be patient and keep your place in serving line• Stay seated while eating Level 1 voice at all times• KHFAOOTY	<ul style="list-style-type: none">• Clean the table and the area around you• Pick up after yourself• Food & drinks are to remain in the cafeteria• Outside food orders are prohibited	<ul style="list-style-type: none">• Return your tray and eating utensils to washing station• Deposit all litter to wastebaskets• Follow lights off signal to become quiet

- ❖ Remain in the cafeteria during lunch period. If you need to use the restroom, you must ask permission before leaving the cafeteria.
- ❖ Food is not to be ordered from commercial vendors for delivery to school during lunch (i.e. pizza deliveries, Door Dash, Grub Hub, etc.). Parents/Guardians are the only outside individuals allowed to bring lunch for their child. It must be dropped

off at the office. Parents/guardians and guests are not allowed to eat in the cafeteria with the students.

STUDENT ACADEMIC INTEGRITY POLICY

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

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

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

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

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

MEDIA CENTER

The Media Center is located in the fifth-grade hall. It will be open daily from 7:45 a.m. - 3:40 p.m. for student research and library use. CMS students are expected to be respectful, responsible and reliable in the Media Center. Students are encouraged to use the library both before and after school for research and reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time or after school. Students will also be able to work on the

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

Media Center Rules & Regulations:

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

BOOK & LAPTOP FEES

A fee will be charged for damaged and/or lost books. Students with lost books will be charged the replacement cost of the textbook. Damage, destruction to or loss of school issued laptops will result in disciplinary action and restitution to fix or replace the laptop. Lockers are no longer issued.

SCHOOLWIDE RULES

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

CELL PHONE POLICY

Students are not permitted to use their cell phones once they enter the building until the close of the school day at 3:35 p.m. Cell phones must be turned off and kept in the student's purse or backpack. Headphones are not allowed unless given permission by a teacher or administrator to be used for educational purposes only.

Board Policy 2621 Cell Phones - Display and Usage

Students may not display or use cell phones or other “electronic personal communication devices” (“devices”) (as defined below) from the beginning of the school day (the first bell) through the end of the school day (the last bell), including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. Students must keep all devices powered off and stored in a lock box or designated areas determined by the administration.

Exceptions will be allowed when the display and use of the device is necessary for compliance with the following:

- a. A student’s individualized education program, or IEP developed pursuant to the IDEA, 20 U.S.C. Section 1401;
- b. A student’s 504 Plan, created pursuant to the Rehabilitation Act of 1973, 29 U.S.C. Section 794;
- c. A student’s individualized emergency health care plan or an individualized health care plan established under Section 167.625 RSMO;
- d. The Americans with Disabilities Act, 42 U.S.C. Section 12101;
- e. The Rehabilitation Act of 1973, 29 U.S.C. Section 794;
- f. The Civil Rights Act of 1964, 42 U.S.C. Section 2000e;
- g. The Equal Educational Opportunities Act of 1974, 20 U.S.C. Section 1701 regarding English language learners, as defined in 29 U.S.C., Section 3102;
- h. In the case of an “emergency”, defined as a serious, unexpected, and dangerous situation that requires immediate action, including, but not limited to the following:
 - a. An active fire;
 - b. An active tornado or earthquake;
 - c. An active shooter;
 - d. An evacuation of school grounds; or
 - e. A medical emergency.
- i. When directed to use such device for an educational purpose.

“Electronic personal communication devices” are defined as any portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically, and includes, but is not limited to, cell phones, tablets, smartwatches, iPods, MP3 players and beepers).

Students who violate this policy will be subject to discipline in accordance with the Student Code of Conduct, and Board Policies and Regulations 2600 and 2610. Consequences for violation of this policy are set forth in the Student Code of Conduct and Board Policy/Regulation 2610.

Further, school officials are authorized to confiscate a device if the official determines that a student has disrupted the learning environment through the use or display of a device, has displayed or used a device during unauthorized times, or has used or displayed a device without permission. Confiscated devices will be returned, at the school official’s discretion, to the student’s parent or guardian at the end of the school day

or as soon as practicable as determined by a school official. However, school officials are authorized to provide the confiscated device to law enforcement officials, if authorized pursuant to law, or to otherwise retain the device, if authorized by law. Confiscated devices are subject to search pursuant to Board policy. The school is not responsible for lost or stole cell phones or other electronic personal communication devices.

WALK THE WILDCAT WAY EXPECTATIONS

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

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

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

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

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

CMS EXPECTATIONS & GOALS

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

The Wildcat Way: As a student at CMS, I will be Respectful, Responsible and Reliable.

Universal Definitions:

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

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

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

Cuba Middle School PBS Expectation Matrix
Always Follow The Wildcat Way!

	Respectful	Responsible	Reliable
Classroom	<ul style="list-style-type: none"> Take care of all property Listen and wait your turn in conversations KHFAOOTY Have a positive attitude Follow directions 	<ul style="list-style-type: none"> Come to class prepared and ready to learn Turn in assignments on time Keep the classroom clean 	<ul style="list-style-type: none"> Come to class on time Have all supplies ready Take care of personal needs before class
Bus	<ul style="list-style-type: none"> Stay in your seat Keep feet on floor Follow directions from bus driver KHFAOOTY 	<ul style="list-style-type: none"> Use appropriate voice level Report problems 	<ul style="list-style-type: none"> Be at stop on time Use headphones when listening to music
Hallway	<ul style="list-style-type: none"> Use appropriate language and voice level KHFAOOTY 	<ul style="list-style-type: none"> Keep walkways open and stay to the right Keep moving 	<ul style="list-style-type: none"> Be on time to class Be in your assigned hallway
Restroom	<ul style="list-style-type: none"> Clean up after yourself Respect privacy, school facilities, and honor personal space KHFAOOTY 	<ul style="list-style-type: none"> Use your time wisely Keep your hands to yourself Return to class promptly 	<ul style="list-style-type: none"> Flush the toilet Wash your hands Report problems
Cafeteria	<ul style="list-style-type: none"> Be patient and keep your place in serving line Stay seated while eating Level 1 voice at all times KHFAOOTY 	<ul style="list-style-type: none"> Clean the table and the area around you Pick up after yourself Food & drinks are to remain in the cafeteria Outside food orders are prohibited 	<ul style="list-style-type: none"> Return your tray and eating utensils to washing station Deposit all litter to wastebaskets Follow lights off signal to become quiet
Library	<ul style="list-style-type: none"> Use "library voices" Level 1-2 Keep feet on the floor KHFAOOTY 	<ul style="list-style-type: none"> Return books on time Only visit approved websites 	<ul style="list-style-type: none"> Know your student ID number to check out books
Technology	<ul style="list-style-type: none"> Treat laptop as if you bought it yourself Take PRIDE in what is loaned to you 	<ul style="list-style-type: none"> Avoid and report inappropriate sites and unsafe use Use technology appropriately Use technology for intended purpose 	<ul style="list-style-type: none"> Make sure laptops are plugged in after usage Keep passwords private Phones are off and in your backpack/purse

STUDENT DRESS

Dress Code

The responsibility for student appearance rests primarily with students and their parents or guardians. The Crawford County R-II School District expects all students to dress in a manner that is appropriate for a learning environment and does not interfere with the educational process or create a distraction for others.

To maintain a safe and respectful learning environment in all schools, the following dress code guidelines apply to students in all grade levels:

1. **Clothing must adequately cover undergarments.** If undergarments are visible, the outfit is not considered appropriate for school.
2. **Students must wear clothing that covers the back, chest, buttocks, and midsection.** Tops and bottoms should provide sufficient coverage when standing, sitting, or moving.
3. **Tank tops, sleeveless shirts, and sports jerseys** must have straps at least one inch wide or be worn with a t-shirt underneath. Arm openings should be modest and not extend significantly below the armpit.
4. **Shorts, skirts, and dresses must be of sufficient length** to prevent distraction. As a general guideline, hemlines should extend to the point where a student's palms meet their legs when standing with arms at their sides.
5. **Clothing or accessories may not display or promote** alcohol, tobacco, drugs, weapons, violence, profanity, or sexually explicit or suggestive messages.
6. **Headwear that causes a distraction to the learning environment is not permitted.** Teachers and administrators may ask students to remove hats at any time.
7. **Footwear must be worn at all times.** Shoes must be appropriate for daily school activities and recess.
8. **Blankets are not allowed** on school buses or inside school buildings.

****No dress code can address every possible trend or fashion. Final decisions regarding whether attire is appropriate and aligns with the expectations of a productive educational environment will rest with the building principal or designee.**

AFTER SCHOOL DETENTION

The After School Detention (ASD) program is designed to deter specific behavior problems. When an after-school detention is assigned a slip will be sent home with the student to notify the parent/guardian as to the date and time of the detention. The detention slip should be signed by the parent/guardian and returned the next school day. The assigning teacher will also contact the parent via phone or email. After School Detentions are held on Tuesdays and Thursdays from 3:35 to 4:30 p.m.

Detention Rules:

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

LATE WORK POLICY

Students are expected to complete all assignments on time. Completing work on time and to the student's best ability is important to the overall academic success of students. Teachers use student work to assess their understanding and mastery of content during a chapter or unit.

All teachers will determine an appropriate due date for assignments and work. 3rd - 12th grade students can still turn in work after the due date up to 5 school days or by the end of the unit whichever occurs first. Any work or assignments turned in after the due date by 3rd - 12th grade students will be subject to a mandatory 10% reduction of the score earned. All missing work after the late deadline will be scored as a zero. K-2nd grade teachers will facilitate completion of missing work.

**This requirement does not apply to make-up work due to an absence until after the absence work deadline.*

Example-If a student earns a 90% on an assignment that is turned in late it will be dropped to an 80%.

IN-SCHOOL SUSPENSION

(Referred to as ISS)

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

Procedure:

1. Principals are the only individuals that assign ISS. A student is assigned to ISS for violating one of the offenses in the Student Discipline Code. This assignment begins on the next available date that space is available in the ISS room.
2. The student will report to the front office and bring paper, all his/her books and pencils.
3. The student will be assigned a work cubicle. The supervisor will read the rules and guidelines of ISS to the student each day.
4. Students will complete a reflection sheet regarding the reason(s) for being in ISS. Students assigned 3 or more days of ISS will be required to complete a character education project and complete an exit interview with the assistant principal and/or principal.
5. The supervisor will provide the student with their assignments one at a time. As the student completes the assignment, the student will raise his/her hand and the supervisor will collect the work. Assignments are provided by each of the student's teachers. The assignment may be longer than the normal classroom work to help occupy the time of the student during ISS.
6. Any work not completed by a student in ISS will result in loss of credit.
7. The work will be returned to the teacher for grading.
8. The ISS environment is quiet, no talking, no passing of notes, and the student is expected to remain in his/her seat. The student is expected to remain on task during the time he/she is in ISS.
9. The ISS Supervisor may assign additional work as needed to keep the student busy during the time he/she is in ISS.
10. Students may return to class after an assigned suspension is served.
 - *If students do not comply with the ISS rules, the student may receive additional time in ISS or OSS, if warranted.
 - *If a student is in ISS and receives OSS as a result of misbehavior, when the student returns from OSS he/she will finish out their ISS time.

OUT-OF-SCHOOL SUSPENSION

(Referred to as OSS)

Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation. Suspension from school will result when a student's actions endanger other students, when an individual's behavior interferes with the educational progress of other students, or when a student fails to respond to other disciplinary actions. Students suspended from school for one to ten days will be responsible for any assignments missed during their suspension. Students will receive credit for work submitted during a suspension. Students can have parents/guardians come to the school to pick up work. Any student suspended for longer than ten days will be given the option of completing online work for the time of removal. Students will be responsible for making arrangements to take all tests with a homebound instructor in order to complete courses. Students will not be allowed to attend or participate in extracurricular activities or sports during the suspension OSS period.

For a comprehensive outline of the CCR2 Student Conduct & Accountability Handbook, go to our website ccr2.org and click on the students tab.

A hard copy can also be provided upon parent request. Please contact the office if you would like a paper copy.

REVIEW OF STUDENT-PARENT HANDBOOK 2026-2027

We ask that you review the Cuba Middle School Student Handbook, the general information, and School Board policies of the Crawford County R-II School District with your student. Please, fill out the form below along with the appropriate signatures and have your student return it to their first hour teacher. We appreciate your cooperation in the matter. A copy of the CMS student-parent handbook can be found on the district website at ccr2.org under the middle school tab or a hard copy can be provided to you. **Attention Parents & Students: It is important that you read and understand the attendance policy on pages 19-20. Any student who exceeds the 14-day allowance per school year will be required to attend summer school. There are no excused or unexcused absences, only verified and unverified absences.**

My son/daughter,

(Please Print Student's First & Last Name)

And I have reviewed and understand the Cuba Middle School Student-Parent Handbook, the general information and the School Board policies of the Crawford County R-II School District for the 2026-2027 school year.

Student Signature

Date

Parent/Guardian Signature

Date

Movie Viewing Permission Form

Throughout the school year movies rated G & PG may be shown as part of the curriculum or used as a reward. Please mark if you do or don't give your child permission. Your signature will serve as permission for the entire school year.

_____ I do give my child permission to watch G & PG rated movies.

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

Parent/Guardian Signature

Date

Photo/Media Release

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

_____ I do not want my child's photo posted on any public notification.

Parent/Guardian Signature

Date