



2026-2027 Student Handbook

Chester Boren Middle School

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Principal's Message

On behalf of the faculty and staff, I would like to extend a warm welcome to Chester Boren Middle School!

Our goal at CBMS is to provide a high-quality education that not only prepares students for the rigors of high school but also lays the foundation for success in their future endeavors beyond secondary education.

The Centralia School District is proud of its long-standing tradition of academic excellence. It is a shared responsibility, among students, staff, and families, to continue that tradition. Our staff is committed to delivering a relevant and engaging curriculum, using effective teaching strategies, and instilling the timeless values of hard work, integrity, and respect.

We challenge our students to approach learning with open minds and to embrace opportunities that will help them grow both academically and socially. These challenges are intended to support their development into well-rounded individuals ready to succeed in an ever-changing world.

Beyond the classroom, Chester Boren Middle School offers a wide range of clubs and activities. We encourage all students to get involved and take advantage of these opportunities to connect, grow, and contribute to our vibrant school community.

It's a great day to be a Panther!

Dr. Katie Patton
Principal

SECTION I: BUILDING INFORMATION

Centralia R-VI School District Board of Education

Dr. Brian Bostick	President	Mr. Shannon Dawson	Member
Mr. Jared Auck	Vice President	Mrs. Kelly Hawkins	Member
Mr. Rusty Dutton	Treasurer	Mrs. Kristen Deckerd	Member
Mrs. Vanessa Ridgel	Board Secretary	Mr. Dwain Shelton	Member

CHESTER BOREN MIDDLE SCHOOL FACULTY AND STAFF

Principal	Dr. Katie Patton	Asst. Principal	Beck Balsamo
Counselor	Misty Werkmeister	Director of Student Services	Dr. Mary Decker
Secretary	Terri Motley	CBMS/ CHS Activities Director	Josh Lancaster
Nurse	Jamie Forbis	Custodian	Tyler Romine

FACULTY

Mike Adkisson
Ashley Alexander
Megan Armontrout
Jessica Bach
Brandi Brauker
Julie Crum
Stacy Davenport
Desney Dollens
John Finlay
Retha Francis
Beau Gordon
Kim Gramke
Luke Gramke
Alicia Hancock

COURSES

Exploratory Teacher
6th ELA
Art
Library/Publications
Vocal Music
6th ELA
Paraprofessional
6th Science
Physical Education
7th Language Arts
8th Math/ Algebra I
6th Math
Physical Education/Weights
8th Language Arts

FACULTY

Cindy Kempker
Cassie Knight
Scott Lenz
Charmae Loyd
Stephanie Minor
Kimberly Neighbors
Peyton Purcell
Nicole Rhoades
Leah Rolfson
Khaldoon Saleh
Alex Schmersahl
Jordan Simons
Melanie Snook
Karen Weakley

COURSE

7th Math/ Honors
Paraprofessional
7th Social Studies
Exploratory Teacher
6th Social Studies
Band
8th Social Studies
Special Education
Orchestra
8th Science/ Honors
Health and Family Education
Special Education
7th Science/ Honors
Paraprofessional

CENTRALIA R-VI SCHOOL DISTRICT MISSION

Empowering students to excel in a safe and positive environment, inspired by staff, to become productive citizens.

CENTRALIA R-VI SCHOOL DISTRICT VISION

Leading with Panther Tradition.

CHESTER BOREN MIDDLE SCHOOL PHILOSOPHY

We Believe:

1. All students can learn.
2. The middle school student learns best when warm, enthusiastic, firm, fair and friendly teachers are able to personalize the educational process.
3. The middle school student learns best when given guidance and direction yet the independence or freedom to explore areas of interest to them.
4. The middle school student learns best when the school provides systems of communication for parents and students which will result in a better understanding of the school goals, thus enabling students to develop both academically and personally.
5. The organization of the middle school curriculum should meet the varying academic, physical, social and emotional needs of individual middle school students.
6. That instruction should be based on appropriate and learnable objectives and teachers should use data to establish where students are, instruct at the appropriate level, and evaluate to ensure that learning has taken place.
7. That several student outcomes should occur from effective middle school education. Among these are:
 - a. The development of basic academic learning skills necessary to become a successful lifetime learner
 - b. The development from dependence to independence in all areas
 - c. The development of socially responsible behavior.

CBMS Pledge

I will respect others with my thoughts and words.

I will support others with my actions.

I will treat people the way I want to be treated.

I will do my part to make CBMS a safe place to learn.

**2026-2027
CBMS DATES TO REMEMBER**

Tuesday, August 25		First Day of Classes
Monday, September 7	NO SCHOOL	Labor Day
Monday, September 21	NO SCHOOL	Teacher Work Day
Friday, October 2		HOMECOMING
Monday, October 12	NO SCHOOL	Teacher Work Day
Thursday, November 5	Early Dismissal	Parent-Teacher Conferences
Friday, November 6	NO SCHOOL	November Break
November 25-27	NO SCHOOL	Thanksgiving Break
Friday, December 18		End of 1 st Semester/ Early Release
December 21 – January 1	NO SCHOOL	Winter Break
Monday, January 4		Beginning of 2 nd Semester
Monday, January 18	NO SCHOOL	Martin Luther King Day/ Teacher Work Day
Friday, February 12	NO SCHOOL	February Break
Monday, February 15	NO SCHOOL	President's Day/ February Break
Friday, March 26	NO SCHOOL	March Break
Monday, March 29	NO SCHOOL	Teacher Work Day
Friday, April 16	NO SCHOOL	April Break
Monday, April 19	NO SCHOOL	April Break
Friday, May 21		8 th Grade PROMOTION
Friday, May 21		Last Day of School/ Early Release

****Eighth Grade Promotion will be on the last day of school. This date could change due to school cancellations throughout the school year.****

CR6 School Bus Safety and Behavior Code for Bus Riders

Chain of Command

The procedure for students/parents/guardians to register complaints and/or discuss pertinent school issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and School Board.

Building Hours

The middle school building will be open to students at 7:30 am Tuesday through Friday; classes begin at 8 am. The doors will be open for students at 8:40 am on Monday mornings, and classes will begin at 9:12 am. Students may collect breakfast in the cafeteria upon entry if desired. All other students should report to the gymnasium unless receiving assistance from a teacher. No student is to remain in the building after 3:30 pm unless under the supervision of a teacher or coach.

Morning Assembly

Morning Assembly will start the day on a positive note and provide a time for school announcements, as well as student recognition and announcements. The Pledge of Allegiance and the CBMS Pledge will be recited daily at 7:50 am Tuesday through Friday, and at 9:00 am on Monday, before the students are released for 1st period.

Visitors

All visitors during the regular school day will need to check-in at the main office. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the administration will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. Chester Boren Middle School does not allow food to be dropped off at the office by individuals or organizations during the school day, including during lunch periods.

Transportation

School transportation vehicles are an extension of the school day and all school policies and procedures are enforced. Students can be denied the privilege of school transportation.

Telephone

Any incoming call to the office, if not an emergency, will be reported to the student being called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary to use the telephone in the office.

Cell Phones

The use of cell phones or similar electronic communication devices (ie: Apple Watches or similar devices) during the school day is prohibited. The school day is defined as from the 7:50 am warning bell until the 3:12 pm dismissal bell. Cell phones should be turned off at the 7:50 am warning bell and remain unseen and unheard until school is dismissed at 3:12 pm. Students who need to contact their parent/guardian during the school hours should do so by coming to the office and calling. Students who are using a cell phone or similar electronic communication device in any way during the school day will receive the following consequences:

- First Offense –Wednesday after school detention assigned, Device is confiscated and students may pick up the device at the end of the school day.
- Subsequent Offenses – Tuesday after school detention assigned, Device is confiscated and parents/guardians must make arrangements to pick up the device from the office.

Medical Exceptions: Students who require the use of a cell phone or similar device for medically necessary reasons must consult with the school nurse and/or administration. Once verified, appropriate staff will be notified. These students may use their device only for medical purposes. Any non-medical use of the device will be treated as a violation of the cell phone policy and subject to the same disciplinary actions outlined above.

(This policy is in accordance with Missouri State Senate Bill 1481, effective July 1, 2025, and is subject to change throughout the school year in order to remain in compliance with state law.)

Student Use of AI

Students must learn to engage with AI technologies responsibly, ethically and effectively in order to enhance their learning experiences while safeguarding their privacy and well-being. The use of AI tools without the express consent of the teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance.

Responsible student use of AI includes:

1. AI tools used solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is not permitted.
2. The use of AI technologies in an ethical manner, respecting copyright laws, privacy norms and intellectual property rights of others.
3. Students cautiously interacting with AI tools and not sharing sensitive or personally identifiable information (PI) or data about themselves, another student, a staff member or any other person. Students must understand the risks and implications of data sharing.
4. When communicating through AI tools such as chatbots and virtual assistants, adhering to the same standards of respect and decency expected in human interactions.
5. Not using AI to access, create or disseminate harmful or inappropriate content that is threatening, obscene, disruptive, or sexually explicit or could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs or interact with AI in a manner that supports any of the above.

The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical and productive learning environment. By adhering to policy and regulation, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of the school community.

This policy will be reviewed regularly to adapt to evolving technologies and educational needs, ensuring that AI remains a positive and powerful tool for learning and development in the District.

Student Planners

Planners will be provided for 6th grade students and by request as a means of organization. Sixth graders will be required to use their planners as a method of recording homework and classwork for each class throughout the day. Teachers may also use the planner as a form of communication with parents/guardians. The loss of a school-issued planner will result in the students purchasing their own planner for use during the school day.

Lockers

Lockers are to be kept clean and in order at all times. Organization is an emphasis with the entire Chester Boren student population. The lockers will be inspected periodically and students should not write or mark on their lockers. Open and close your locker doors as quietly as possible. Lockers are the property of the school district. Lockers are subject to search at any time, with or without student consent, and with or without a warrant; this does include contents of, as well as the locker. The school is not responsible in any way for the loss or theft of student property. It is strongly advised that students should not let money or valuables lie about subject to the temptation of others. There should not be anything pasted or stuck to the lockers (pictures, decals, or signs) that cannot be easily removed. Cutting, carving, stamping, or staining of the lockers is not allowed.

School Lunch/Breakfast

Chester Boren Middle School lunch program is completely automatic. All records are computerized and accounts are established for each student individually. Each student can and should visually check their account each day so they know the status of their account. In an effort to keep an accurate and smooth running lunch program, the following rules will apply to each student.

- Meals should be paid for by check or through the parent portal. This allows for a parental record. Cash payments are hard to track.
- Account balance can be viewed in the parent portal.
- Students are notified if the balance reaches -\$15.00 or more.
- In the event a student is without a lunch from home or without money in their account, and no cash in hand, students will be allowed to purchase lunches to -\$15.00. When that credit limit has been reached, the student will not be allowed to participate in the lunch program until the balance is above the limit.
- Meal accounts must have a positive balance in order to purchase ala carte items.
- Parents may set a limit or block their student from purchasing a la carte items by contacting the school.
- Rates:
 - o Student Breakfast - \$2.40
 - o Student Lunch - \$2.80
 - o Adult Breakfast - \$3.17
 - o Adult Lunch - \$4.38

Student Publications

All student-generated articles for any school-sponsored media are subject to review and approval by the facilitating faculty member and/or administration.

Tardy Policy

Tardiness is the appearance of a student after the starting time of a class. Teachers detaining students from their next class must provide an excuse to get them into the class without penalty. All tardies will be recorded. Extensive tardies will be handled in the following manner:

1. 3rd tardy – An effort will be made by the Administration to communicate with students after their 3rd tardy. This is a courtesy to the student to warn them that the 4th will be a detention.
2. 4th tardy – One detention – After-school (Wednesday)
3. 5th and subsequent tardies – Tuesday Detention

Leaving the Building during School Hours

Before a student may leave school he/she must be excused by his/her parents or guardian either via telephone or a note. A telephone call must be made or a note must be presented to the principal's office. Students requesting early dismissal must have a note from their parents/guardian. Students must check in and out with office staff when arriving late or leaving early. If the aforementioned conditions are not met, a student is considered truant and consequences will be assigned according to the school discipline policy.

Withdrawal from School

The following procedures should be followed when withdrawing from school. The student will:

1. Notify the Guidance Counselor of his/her intent to leave the school and receive a check out sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

Missing School – Attending Activities

A student must be in attendance for at least half (50% of in-session minutes) of the school day to participate in or attend a school activity that day, the middle of the school day is 11:36 am. **The middle of the school day is 12:12 pm on Monday's due to a late start.** Exceptions to this policy will be those students that have an appointment or event that is unavoidable and **pre-approved** by the principal or assistant principal. A student must be in attendance for at least half (50% of in-session minutes) of the school day on Friday (or the last day of that week) to participate in a Saturday activity.

Attendance Policy

Attendance at school is a significant factor in achieving success at school. Missouri law requires school attendance. It is vitally important to the performance of each student. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom. For this reason, it is essential that each student be in class every day possible. Realizing that there are times when a student must miss school, the following procedures will be followed.

Parents will be notified at the 5th, 8th, and 10th absence intervals for each class period and/or whole days. The school recognizes that extenuating circumstances beyond the control of the student do exist (such as chronic illness, hospitalization, accidents, etc.) It is the student's and parent's / guardian's responsibility to ensure that complete documentation concerning all absences is on file in the office. **Absences beyond 10 will require documentation from a professional.** Absences beyond 10 without documentation from a professional will be classified as unexcused. After

accumulating 10 consecutive unexcused absences without contact or documentation from a parent/guardian a student will be withdrawn from enrollment.

Student absences will be classified in one of the following categories:

Excused Absences

1. Personal illness
2. Serious illness or death in the immediate family
3. School activities
4. Medical / dental appointments when they cannot be scheduled other than school hours

A parent/guardian must contact the CBMS office in order for an absence to be considered excused.

All make-up work will be completed in the same number of days / classes as the student was absent.

Avoidable

- Emergency work at home for parent / guardian on a limited basis
- Out of town trips arranged and approved in advance by the principal

All work due upon the first day of return.

Unexcused Absences

- Truancy
- No call or note from parent or guardian

All work due upon the first day of return.

CBMS Test, Make-Up Student work and Late Work Policy

Students will routinely be given assignments to enhance/practice the concepts discussed in their classes. The Chester Boren Middle School faculty and staff require all students to complete these assignments in order to successfully acquire the needed skills and concepts designed for each class. These assignments can range from in-class work to work which is required of the student to complete entirely at their personal home. **All student work will be posted in Google Classroom for students to access. Additionally, all classwork and homework is posted on the website under the specific grade level. This is where parents can learn what students were assigned in class and as homework. Completed and turned in assessments will be in infinite campus and missing assignments will be labelled with a 'missing' or 'late' label. This is where parents and students will be able to see missing and/or late work.**

Late Work:

Work submitted one (1) day after the assigned due date will receive 75% of the earned credit for the assignment. Any work submitted later than one day past the assigned due date will not receive credit. Sixth graders will be allowed two (2) Homework Passes per semester in order to receive full credit for a late assignment one day after it was originally due.

Tests:

Students who miss a test due to an excused absence will communicate with the teacher and schedule make-up tests within 1 week of the test date. These tests can be made up before, after school or during the resource time.

Make Up Work:

Students who have excused absences should work with the teacher upon return to discuss all missed work and create a plan to submit all missing work. (See Attendance Policy for information regarding due dates of make-up work).

Students with unexcused absences:

It is the students responsibility to have all work ready to submit in class the day of return. It is the students responsibility to review the google classroom, communicate with the teacher and be prepared to submit assignments upon return to the next class period. If a student needs an extension on assignments they must have a parent/guardian submit the necessary documentation or communicate with the office to obtain an excused absence.

There will be assignments in which the students may not receive any credit for late work. These would include, but are not limited to: Projects, Presentations, Performances, or any other assignment where the due date has been known for an extended time in advance of the due date.

Students who chronically turn in late work will be given a Homework Plan which will be developed by the grade-level team, principal, and the parents. This plan may include assigned placement during Resource time and/or detention(s).

Chester Boren Middle School Retention Guidelines

1. Summer school will be mandatory for those who fail a semester-length core class.
2. If more than two (2) semesters are failed, the student may be retained.
3. Any eighth grade student failing a class must attend and meet requirements of summer school before attending high school.
4. Any sixth through eighth grade student who has failed a course(s) and fails to successfully complete summer school may be retained the following school year or re-enrolled in the failed class for the following school year.
5. The district's final decision to retain or promote a student shall be resolved based upon the following factors: number of semesters failed in core classes, improvement during the school year, reading level consistent with state requirements, course work in regular and summer school, chronological age, social development, physical maturity, health conditions, regularity of attendance during the regular school, and satisfactory attendance at mandatory summer school.
6. Students eligible for promotion from 8th grade must meet the following criteria to participate in the promotion ceremony at the end of 8th grade:
 - Eighth grade students who pass all semester classes will be eligible to participate in promotion ceremonies.
 - If a student fails a class 1st semester. The student will still be eligible for promotion if he/she is able to have a passing semester grade of 70% or higher in that same class 2nd semester.
 - Students who fail both semesters of a class, or have 3 or more semester F's, will not participate in promotion.
 - Students who fail one semester of a class and do not receive a 70% or higher for 2nd semester will not participate in promotion.
 - If a student fails a second semester class and is not eligible for promotion, they can file an appeal to participate with the CBMS principal, Dr. Patton.

*Students who fail a core semester class must complete summer school regardless of whether he/she can participate in promotion. A promotion certificate will be awarded after the completion of their summer school courses.

Appeal:

A student may appeal this decision if he/she fails any 2nd semester core class. The appeals committee is composed of the principal, counselor, and team of teachers who will review each case on an individual basis. The following may be taken into consideration:

Academic history
Missing assignments in failed class
Student effort
Attendance

Dress Code

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to our dress code. Faculty members in charge of extra-curricular activities in the areas of athletics, vocal and instrumental music, speech, drama, and academic team have the right to set additional standards of dress and grooming for students participating in such activities.

1. Neatness, cleanliness, and modesty will be expected during all regular school hours and at all scheduled extra-curricular activities.
2. Appropriate footwear is required.
3. The torso of students shall be clothed, and excessively torn clothing will not be allowed.
4. Articles of clothing that cause excessive maintenance problems (such as cleats or boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture) are unacceptable.
5. Suggestive or offensive clothing will not be allowed. This will include; underclothes worn as outer clothes, short waist shirts, short shorts, pants with excessive cuts or tears, etc.
6. Clothing may not advertise alcohol, tobacco, or drug products or have inappropriate language or suggest anything of a sexually explicit nature.
7. Hats, hoods, and sunglasses are not permitted to be worn in the school building during regular school hours.
8. Headbands, Sweatbands, Bandanas, or headgear that extends below the front hairline are not to be worn inside the building during regular school hours.
9. Clothing must be worn appropriately. Pants worn in a "sagging" fashion will not be allowed.
10. Anyone who violates any of these rules could be asked to leave school and not return until he/she can meet the standards set forth.

Chester Boren Middle School maintains a "no tolerance" policy regarding gang-related attire. Because it is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress.

Accidents and Illness

No student will be sent home unless a responsible adult has been notified and permission from the office has been given. It is vital that school authorities have an up-to-date emergency phone number on file in case of need. When an accident occurs, it must be reported at once to the teacher in charge, who will then report to the principal's office and any other necessary authorities.

Bicycles

Bicycles are to be parked in the bicycle racks only. Please do not ride your bicycle on the school lawn or walk. Riding your bike in a reckless manner could lead to a person losing bike privileges. Middle school students are not permitted to drive any type of motorized vehicle to school regardless of their age. Schools are not responsible for bikes and students are encouraged to lock their bikes.

Human Sexuality Curriculum

Chester Boren Middle School Health classes cover material pertaining to human reproduction, sexually transmitted disease, and healthy decision making related to these topics. Parents or legal guardians may opt out their child by written request. Parents or legal guardians may request to preview the material covered by contacting your child's teacher or guidance counselor.

Academic Achievement

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluation process.

Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- Parents/Guardians can access the parent portal for regular updates as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.

When grades are given, the school staff will take particular care to explain the meaning of grades and scores. Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure. Grades are rounded to the nearest tenth place.

<u>GRADING SCALE</u>		<u>Explanation of Grades on a 4.0 Scale</u>	
A	95-100	A	4
A-	90-94	A-	3.67
B+	87-89	B+	3.33
B	83-86	B	3.0
B-	80-82	B-	2.67
C+	77-79	C+	2.33
C	73-76	C	2.0
C-	70-72	C-	1.67
D+	67-69	D+	1.33
D	63-66	D	1.0
D-	60-62	D-	.67
F	59-below	F	0

Progress Reports

Student progress can be tracked through the Parent Portal. Please contact the office for Parent Portal access.

Criteria for Attending Field Trips

All students attending a school-related field trip must first be in good standing with the school. A student with an outstanding **OSS, ISS, or detention** will be ineligible for field trips. Students with incomplete/late work may be ineligible for field trips. Students must also have an **attendance of 85%, or better**. Students and parents may appeal attendance criteria for extended or unavoidable absences such as extreme illness and hospital stays through the building principal.

Since we are representing our school and community, students should dress appropriately and act accordingly. Specific rules will accompany each field trip. Each student has the responsibility of fulfilling these regulations prior to attending the field trip. Students are responsible for work assigned while attending field trips.

Sportsmanship and School Spirit

School Colors: Black and White

Mascot: Panther

The first rule for good sportsmanship is courtesy...courtesy to everyone around you, classmates, parents, visitors, players, coaches, and officials.
GOOD SPORTSMANSHIP REQUIRES:

1. Spectators cheer for their team in a positive manner.
2. Fans refrain from negative cheers aimed at the opponent.
3. Team support be organized and directed by cheerleaders.
4. Fans remain quiet during free throws for both teams.
5. Fans do not block the view of other spectators.
6. Spectators refrain from throwing any objects.
7. Fans support their team by watching the game.
8. Fans cheer for good plays, but never boo. Booing is in direct conflict with good sportsmanship.

After School Detention

Detention after school has been established to handle minor classroom disruptions. Detentions will be held every Wednesday, supervised by staff members. Detentions will start at 3:15 pm and end at 4:00 pm.

Students are expected to bring homework and materials with them to detention. They should keep busy and quiet during this time. Those students who are late or leave early will have to make up that detention in its entirety. Those students missing detention will be issued a Tuesday detention. Students who are disruptive or non-cooperative during this time will be asked to leave and to report to Mr. Balsamo first thing Thursday morning.

Tuesday Detention

1. Tuesday detention will be held from 3:15 pm to 5:15 pm.
2. Tuesday detention is a consequence for inappropriate behavior. Therefore, only appropriate behavior will be tolerated. Sleeping is not allowed. Any student who does not behave appropriately will be promptly dismissed and thus will fail to serve their detention.
 - a. The use of cell phones will not be allowed in detention.
 - b. Students will be required to complete any outstanding incomplete work for the school.
 - c. Students will be required to read or write if there is no outstanding incomplete work.
3. Failure to serve a Tuesday detention by being dismissed from it or not showing up at all will result in the following:
 - a. First missed Tuesday detention per semester – one day OSS or ISS and the Tuesday detention is considered served.
4. Any student who accumulates three Tuesday detentions at any time may be suspended for up to five school days and two of the Tuesday detentions will be considered served leaving just one to serve.

In-School Suspension

A student on in-school suspension will be placed in a secluded area for a school day, or a part of a school day. The student will not be allowed to associate with the rest of the students between classes or at lunch. During in-school-suspension students will not participate in student activities, however, students may attend practice sessions. Teachers will provide assignments and instructions during their preparation period or earlier in the school day if possible.

Out of School Suspension

Students may earn 100% credit for all work while assigned Out of School Suspension (OSS) if handed in when, or before, the student returns to school. While on suspension students are not allowed on school property or at school sponsored events.

Academic Integrity

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Academic honesty, integrity and ethical conduct are valued highly and promoted at all times in the Centralia School District. Cheating on any educational exercise not only reflects dishonesty on the part of the offender but diminishes the value of work done by his/her classmates. Therefore, cheating on tests, quizzes, homework, special projects and student recitations will result in the following action being taken:

- **First Offense:** Student will receive an automatic zero on the assignment, partial credit, or be asked to redo the assignment; parents will be contacted and a discipline referral will be filed with the assistant principal.
- **Second Offense:** Student will receive an automatic zero on the assignment, parents will be contacted and the student will receive a Saturday Detention.
- **Third & Subsequent Offenses:** Student will receive an automatic zero on the assignment, parents will be contacted and the student will be suspended from school for 3 days.

CBMS Coaching/Activities

Football	Alex Schmersahl Khaldoon Saleh Stuart Cox Max Eckerle	Head Asst Asst Asst	Volleyball	Morgan Ralphs Jadria Roberts	Head Asst.
			Softball	Jill Angell Shayla Anderson Jeff Preseton	Head Asst Asst
Cross Country	Daniel Hakes		Cheerleading	Candiss Day Marcia Kalinowski	
Basketball	John Finlay Taylor Akers Michael Rodgers Peyton Purcell	Girls Head Girls Asst Boys Head Boys Asst	Wrestling	Alex Schmersahl Morgan Ralphs	Head Asst
Track	Retha Francis Daniel Hakes Logan Ross Jay Hill Jordan Simons	Girls Head Boys Head Asst Asst Asst	Quiz Bowl	Melanie Snook Misty Werkmeister	
			STUCO	Jessica Bach Kim Gramke Cindy Kempker	
Honors Club	Nicole Rhoades Charmae Loyd		Builders Club	Alicia Hancock Charmae Loyd	
Jr. FFA	Melanie Snook Desney Dollens				

Chester Boren Middle School Extracurricular Policy

1. Centralia Middle School students are expected to maintain high levels of citizenship standards while representing our school in extra-curricular activities. For example: Athletes are not allowed to smoke, use tobacco products, steal, and vandalize property, use illegal/controlled substances or alcohol. The willful or persistent association with controlled substances is unacceptable and is subject to disciplinary action.
2. A minimum of a two game/event suspension will be imposed for acts of poor citizenship. Head coaches/sponsors may go above and beyond this two game minimum if the individual situation warrants that action. This will be the decision of the head coach/sponsor in each individual activity.
3. For unusual cases of poor citizenship, other consequences may be imposed by the Middle School Principal. These will be handled on a case by case basis.
4. Please remember that you are not only representing yourself at extracurricular activities, but your family, school, and community as well. Being a Centralia student-athlete requires you to conduct yourself in such a manner that all will be proud to support you.
5. Family members and friends will be held to the same standards as students when supporting our student athletes at any district activity.
6. Student-athletes who receive discipline during the school day will be subject to further consequences from their head coaches. These consequences may include, but are not limited to, conditioning, playing time, removal from the team.
7. Student-athletes who miss the bus for an away contest due to serving an after-school detention will not be allowed to dress for that contest.
8. Transportation home following a district activity is decided by each individual sponsor/coach. Students may only leave a district activity with their legal guardian unless approved by the principal prior to the event through the middle school office.

Grade Requirements for Extracurricular Activities

1. Students must pass seven (7) classes per semester – or they will be ineligible for the succeeding semester.
2. Student athletes will not be allowed to participate in school-sponsored contests while earning a failing grade in any class. Grades will be checked by coaches on days of events.
3. Fourth quarter grades will be applied to eligibility for the first quarter of the succeeding school year.
4. Students may remain on squads, teams, or groups even though they are ineligible to participate

Extracurricular Activities

Chester Boren Middle School offers the following extracurricular activities for 7th and 8th Grade only:

- Fall – Boys and Girls Cross Country, Softball, Volleyball, Football, Cheerleading
- Winter – Boys and Girls Basketball, Boys and Girls Wrestling, Cheerleading, Quiz Bowl
- Spring – Boys and Girls Track

Clubs/Activities

Chester Boren Middle School offers the following Clubs/Activities:

- Builders Club (8th Grade Only)
- Honors Choir (All Grade Levels)
- Honors Club (7th and 8th Grade Only)
- Jr. FFA (All Grade Levels)
- Student Council (All Grade Levels)

We believe students perform on a higher academic standard if they are actively involved in extracurricular activities, even if their involvement is just that of a spectator. Therefore, we encourage you to choose from this list of available activities and become involved in our tradition here at CBMS.

Builders Club

Builders Club is an international student-led organization providing members with opportunities to perform service, build character and develop leadership. Builders Club is open to all 8th grade students. The students must attend 3 meetings and/or extra service activities, pass all classes, and have no missing assignments and/or outstanding discipline referrals to participate in the end-of-the-year field trip. Students with significant discipline issues could be removed from officer positions and/or the Builders Club.

Honors Club

Any student in 7th or 8th grade who has a Cumulative GPA of 3.5 from the previous school year is eligible for Honors Club. Any member who falls below the standards of scholarship, leadership, or character is in jeopardy of discipline or dismissal from the CBMS Honors Club:

- If a member's cumulative GPA falls below 3.5 he/she will be given written warning and a reasonable time period for improvement. If the cumulative GPA remains below 3.5 at the end of the warning period, the student will be subject to further disciplinary action that may include consideration of dismissal from Honors Club.
- Offenders of school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, detentions, etc.) will receive written warning notification. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
- Violations of the law or school regulations can result in immediate consideration of the dismissal of a member.
- Honors Club officers can be removed from their positions as a consequence of disciplinary action taken.

Honors Choir

All 6th Grade students that desire to sing are invited to participate in this performance-based group.

- Students must attend all practices unless they have an excused absence (school activities/responsibility, illness, or prior notification to Mrs. Brauker).
 - Three or more unexcused absences will result in dismissal from Honors Choir.
- Members may have the opportunity to participate in field trip if the following requirements are met:
 - Students must have no outstanding discipline referrals.
 - Students must provide a signed permission slip from parent/guardian.

Membership for students in 7th Grade and 8th grade will be subject to approval by Mrs. Brauker. This ensemble prepares students to excel in singing and will prepare them for membership in high school choir.

- Students must attend all practices unless they have an excused absence (school activities/responsibility, illness, or prior notification to Mrs. Brauker).
 - Three or more unexcused absences will result in dismissal from Honors Choir.
- Field Trip Requirements:
 - Students must have no outstanding discipline referrals.
 - Students must provide a signed permission slip from parent/guardian.
 - Students are responsible for knowing/memorizing the music for the trip.

- Rehearsal Schedule:
 - The practice schedule will be determined at the beginning of the year.
 - After the regular schedule is established, additional practices will be added as needed.

Junior FFA

This club is open to all CBMS students with a desire to prepare themselves for activity in Centralia High School's FFA Chapter.

- Students must attain at least 80% of the total points to be eligible to participate in Field Trips for FFA.
- 7th and 8th Grade students in good standing will be allowed to participate in fairs with the Centralia FFA Chapter.
- Students may lose the opportunity to participate in activities at the discretion of the sponsors and school administration based on poor academic performance or behavior.
- Points System:
 - Five (5) points will be awarded for all “fun” activity outside of school and for all non-business meetings.
 - Ten (10) points will be awarded for all business/educational meetings and “business-related” activities outside of school.
 - Other points will be awarded as deemed necessary.
 - Points will be updated regularly and available from any sponsor upon request.

Student Council

All middle school students are encouraged to participate in Student Council. Below is a list of the criteria for becoming, and remaining, a member of Chester Boren Student Council:

- Attend all monthly meetings.
- Occasionally stay after school to work on projects.
- Occasionally work in the evenings at dances or other activities.
- Follow class and school rules and be a leader of CBMS.
- Severe or ongoing behavioral issues (e.g., repeated detentions, in-school suspension, or out-of-school suspension) may result in probation or removal.
- Students who fail a semester course will be dismissed from Student Council.
- Be dismissed from Student Council upon missing three meetings throughout the year

SECTION II: GENERAL INFORMATION

Mission Statement

It is the Mission of Centralia R-VI School District to work collaboratively in helping students realize their potential, and maximize life opportunities, by becoming college and career ready.

Notice of Nondiscrimination

Special Education

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, 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 Centralia R-VI School District 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, 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 Centralia R-VI School District 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 Centralia R-VI School District 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 Centralia R-VI School District 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 Monday – Friday (8:00 am – 4:30 pm) in the office of the Director of Special Services, Dr. Mary Decker, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561).

This notice will be provided in native languages as appropriate.

Section 504

The Centralia R-VI School District, as a recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake measures to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The Centralia R-VI School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The Centralia R-VI School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services, Dr. Mary Decker, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561). This notice will be provided in native languages as appropriate.

NOTICE of NON-DISCRIMINATION

Student Records (Board Policy 2400)

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Centralia R-VI School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Student Directory Information

The district and the school will not release any records concerning a student without parental consent. However, federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Centralia R-VI School District designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams;

dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district has determined that the above-listed 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.

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.

Title I Grievance Procedure (Board Policy 1621)

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, member of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

6. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
7. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
8. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
9. If dissatisfied with the District's determination, complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

Protection of Student Rights (Board Policy 1610)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

5. Political affiliations of the student or student's family;
6. Mental and psychological problems of the student or his/her family;
7. Sexual behavior and attitudes;
8. Illegal, antisocial or self-incriminating behavior;
9. Critical appraisals of other individuals with whom respondents have close family relationships;
10. Religious practices and affiliations;
11. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or

12. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

SECTION III: SCHOOL ORGANIZATION AND GENERAL POLICIES

Proof of Residence (Board Policy 2230)

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Chain of Command (Board Policy 1480)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

4. Teacher
5. Principal
6. Appropriate Central Office Administrator
7. Superintendent
8. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

School Closings

During the course of the year there may be times that school will be cancelled or dismissed early due to poor road conditions, inclement weather or other unforeseen, unusual or unavoidable events. A School Reach automated phone call will also be made in the event of school cancellations due to weather. If possible, please refrain from calling the District to obtain information regarding school closures in order to keep the lines open for emergencies and allow students to call their parents to make pickup arrangements. Patrons may also tune to the following media outlets for information:

Centralia	KMFC-FM 92
Moberly	KRES-FM 104.7
Mexico	KWWR-FM 95.7
Television	KOMU, KMIZ, KRCG

SECTION IV: INSTRUCTIONAL PROCESS

English Language Learners (Board Policy 6180)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Statewide Assessment (Board Policy 6440)

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The School Board requires all students to participate in the statewide assessment program unless their educational programs are modified by current IEPs. The building principals are authorized to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

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.

SECTION V: RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES

Student Rights and Responsibilities

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student's rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly, and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school; the right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights; the right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Centralia R-VI Board of Education to create an environment in which each student's right to learn is protected. This includes but is not limited to, the following policies and regulations: 2600, 2610, 2620, 2652, 2655, 2660, 2661, 2662, 2663, and 2672.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks which are posted and updated annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

SECTION VI: EMERGENCY PROCEDURES

Emergency Disaster Plan (Board Policy 5240)

Centralia R-VI has a detailed Emergency/ Crisis Plan. Teachers will review the plan with all students at the beginning of the school year. Drills will be conducted periodically to ensure student safety.

Earthquake Procedure

General Procedures:

8. Immediately drop to the floor, get under a desk, and hold onto the leg of the desk.
9. If you are outside the building, move away from any structures and remain outside.
10. If you are in a room with no furniture, drop to the floor and get up against a wall in the position you would for a tornado (head down, hands covering back of neck).
11. Teachers will take roll once the earthquake has stopped.
12. Reunification team will account for all students, and reunify students to families per district procedures.

Inclement Weather Procedure

An announcement will be made throughout the school over the PA System in the case of inclement weather and the need to take cover. Air horns will be blown throughout the hallway to indicate inclement weather if there is a loss of electricity.

General Procedures:

1. Stay away from high ceilings, large rooms, and large glass areas.
2. Rise quietly and move in an orderly fashion from the room.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them.
4. Assemble in the main hallway.
5. When located in their designated area, students will kneel down facing the wall and cover their head and neck with their hands.
6. Remain as calm as possible and absolutely no talking. This is for your safety.

7. The teacher will take roll once students are in position, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will remain with their class until the threat of bad weather has passed and administration has given the all-clear to return to class.
9. **For the safety of staff and students no students will be released from the school during an active tornado warning from the National Weather Service.**
10. Reunification team will account for all students, and reunify students to families per district procedures.

Intruder Procedure

General Procedures:

4. Follow A.L.I.C.E. training guidelines.
 - a. Alert the building and authorities of intruder.
 - b. Lock and close all doors. Turn off lights and stay out of sight. Remain as calm as possible and absolutely no talking. This is for your safety.
 - c. Inforn the building of the intruder's location if possible.
 - d. Counter attack the intruder with any means necessary.
 - e. Evacuate the students to rally points.
5. Reunification team will account for all students, and reunify students to families per district procedures.

Fire Procedure

The fire alarm warning is a continuous horn buzzer with strobe lights. Should electricity not be in service, we will use an air horn to signal a fire or storm alert.

General Procedures:

1. Rise quietly and move in an orderly fashion from the room.
2. The students who are near the windows will close them and then proceed out of the building.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them as they exit the building.
4. The last person to leave the room will close the door.
5. Keep calm – absolutely no talking. This is for your own safety.
6. Follow a designated route as explained by the teacher.
7. The teacher will take roll once students are outside the building, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will keep students calm and quiet while remaining to keep them out of harm's way.
9. Teachers and students may be allowed to return to the building ONLY after the threat of a fire has expired and they have been given the all clear by the proper law enforcement officials.
10. Reunification team will account for all students, and reunify students to families per district procedures.

Reunification Procedure

1. Only persons listed on the student information sheet will be allowed to pick up a student (parents/guardians, emergency contacts).
2. The person picking up the student must show ID.
3. No phone calls are accepted (i.e. A parent cannot call to say their student can go with a friend's parent.)
4. The person on the student information list must be present.
5. You must sign your student out with a member of the reunification team before leaving with the student.

General Procedures

1. All school doors will remain locked during an emergency.
2. Staff will take cover with all students until the all clear has been given by administration.
3. Parents are discouraged from collecting their students during an emergency situation until the all clear has been given by the administration.
4. Dr. Chancellor will initiate the release of students from all buildings when an immediate threat has subsided.

SECTION VII: ADDITIONAL INFORMATION AND FORMS

Permission Form for Photos, Videos, Interviews and Publications

CENTRALIA R-VI SCHOOL DISTRICT

123 N. Rollins, Centralia, MO 65240

(573)682-3561

PARENTAL PERMISSION FOR MEDIA USE OR DISTRICT BROADCAST, WEB OR OTHER PUBLICATION OF STUDENT'S PHOTOGRAPH, LIKENESS, WORK AND/OR VOICE

This form is used to establish formal parental permission for students and their work to be shown in photographs, audio/video tapes, and interviews with the news media, Centralia R- VI School District's publications or web site. Please call your school if you have questions.

*We are enhancing our web site and want to highlight the good work and efforts of our learners. If you have no objections to your child's photograph, audio/video being in our publications or web site **YOU DO NOT NEED TO DO ANYTHING.***

GENERAL MEDIA COVERAGE

Throughout the year there may be in-school programs, events, or meetings such as school-wide assembly or PTO event) that are open to the public and where large group photographs or videotapes will be taken by the media or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed, **UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING** that you do not want your child included in such photographs or videotapes.

SPECIFIC MEDIA COVERAGE AND SCHOOL PUBLICATIONS

In addition to the above situations, there may be times the media (newspaper, television or radio) or school district staff, *with the approval of the building principal*, may take photographs, audio/videotape students or interview students in a manner that would *individually identify a specific student*. The school district may display student pictures and projects in a variety of ways that reasonably portray programs of the district, including pictures of field trips, science fairs, and other activities appearing in yearbooks or school/district publications. Student likeness and work may also appear on the district web site, thereby making it available to anyone with internet access. *Your consent to these types of photographs, videotapes or interviews by the media is also assumed*, **UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING** indicating that you do not want your child included in such photographs, videotapes or interviews.

This release shall remain in effect until parent/guardian requests a change in writing.

BULLYING INCIDENT REPORT FORM
(Board Policy 2655)

Your Name: _____

Your School and/or Position: _____

Your Telephone Number/Email Address: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe committed bullying against you or another person:

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). *(Attach additional pages if necessary.)*

If others are affected by this possible violation, please also give their names and/or positions:

When and where did the incident(s) occur? _____

Please list any witnesses who were present, or others who may have information regarding the incident(s):

Please provide other information relevant to this incident of bullying, including any documents that may be relevant. *(Attach additional pages if necessary.)*

Signature of Complainant

Date

Location

Signature of Person Receiving this Report

NOTE: This Form should be filed promptly with the Building Principal.

TECHNOLOGY USAGE AGREEMENT
(Parent/Guardian Technology Agreement)
This form is completed at time of enrollment

I acknowledge the Centralia R-VI School District's Internet Usage policy and regulation (Board Policy and Regulation 6320).

I acknowledge the Centralia R-VI School District's Student Cell Phone Usage policy (Board Policy 2656).

I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.

I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communication and all other use of district technology resources.

Verification:

I verify that I am the legal parent/guardian of the student, _____.
PRINT Name of Student

X _____
SIGNATURE of Parent/Guardian PRINT Name of Parent/Guardian Date

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

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 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 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?
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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.

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

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

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.