

CARL JUNCTION HIGH SCHOOL

STUDENT HANDBOOK

2010-2011



CARL JUNCTION HIGH SCHOOL

206 South Roney, Carl Junction, MO 64834 – www.cjr1.org

BUILDING ADMINISTRATION

Principal – Mr. David Pyle

Assistant Principal/Activities/Athletics – Mr. Jesse Wall

Assistant Principal – Ms. Julie Holloway

BUILDING COUNSELORS

Ms. Teresa Boyer, Ms. Kristy Jones, Ms. Sue Utter

DISTRICT ADMINISTRATION AND BOARD OF EDUCATION

Superintendent – Dr. Phillip Cook

Assistant Superintendent – Dr. Jim Cummins

Assistant Superintendent – Ms. Kathy Tackett

Board President – Dr. Rob Herron

Vice President – Mr. Larry Cowger

Member – Ms. Claudia Cox

Member – Ms. Bonnie Stutesman

Member – Ms. Lisa Knutzen

Member- Dr. Glenn Coltharp

Member – Ms. Christie Hutcheson

Treasurer – Ms. Robin Grosse

Secretary – Ms. Sandy Latimer

IMPORTANT TELEPHONE NUMBERS

Central Office 649-7026

High School Office 649-7081

High School Office Fax 649-5791

High School Counselor Fax 649-5790

Franklin Tech Center 625-5260

CJ Fire Department 649-7624

CJ Police Department 649-7070

CJ Ambulance 649-6616

CJ First Response 649-7524

Family Services 629-3050

Child Abuse/Neglect 1-800-392-3738

Parental Stress Hotline 1-800-367-2543

Narcotics Anonymous 781-2210

Teen Challenge of 4-States 782-3784

Index

Topic	Page Number
A+	20 - 21
Academic Policy	23
Accidents	15
Attendance	14-15
Big 8 Conference Requirements	24 - 25
Bulletin	17
Bus Safety	40
Cafeteria Rules	37-38
Calendar	16
Campus Hours/Schedule	11-12
Closed Campus	13
Computer Use Policy	39-40
Daily Announcements	17
Dances	17
Deliveries	17
Directory Information	13
Disciplinary Actions	45-46
Discipline Policy	29 - 31
District Philosophy/Goals	9
Dress Code	38
Drills	15 - 16
Drug Testing	26
Enrollment	18
Extracurricular Activities	18
Franklin Technology Center	21
Grade Reports	19
Hall Passes	13
Homeroom	27
Introduction	5
Lockers	20
Lunches	13
Medication	14
Misconduct Definitions	31 - 37
Mission Statement	11
End of Course Assessments	22 - 23

Index

Topic	Page Number
MSHSAA Activities	23-24
National Honor Society	23
Notices/Statements	7 - 9
Parking Regulations	39
Planning Guide	19
Pupil Information	13-14
Safety	14 - 15
School to Career	21
Semester Tests	21
Student Council	22
Telephone	17
Textbook Fees	20
Visitation	13
Withdrawal	18
Work Permits	27

WELCOME TO CARL JUNCTION HIGH SCHOOL

"A Tradition of Excellence"

The success of our students at Carl Junction High School is a cooperative effort of students, teachers, support staff, parents and administrators that work together toward the goal of increased student achievement. All involved are expected to treat each other with dignity and respect. We welcome everyone in our community to share, with PRIDE, the accomplishments of our students.

The school day begins at 8:05 and dismisses at 3:05. Students arriving at school before 7:55 need to report to the commons area. Students are allowed in the halls at 7:55. Students in the building before 7:55 or after 3:15 are to be under the supervision of school personnel. If you would like to visit our school, please contact the principal's office at 649-7081 and arrange for a conference with any of our school personnel. Input from parents, students, and community on any aspect of our curriculum is welcomed. Please refer to your Planning Guide for more detailed information.

*All visitors must sign in at the main office and wear an I.D. sticker.

*Parents need to make appointments through the office before visiting teachers or their classrooms.

SOME FACTS ABOUT CARL JUNCTION HIGH SCHOOL

Carl Junction R-1 School District is accredited by the Missouri Department of Elementary and Secondary Education. Our high school received MSIP Distinction in Performance. Additionally, the North Central Association of Colleges and Secondary Schools accredit Carl Junction High School. Selected in 1994 as one of the seven high schools in the Missouri to receive Gold Star status, the emphasis and commitment to excel and to maintain an environment where all students can learn remains our goal.

PERFORMANCE

Credits - CJHS offers approximately 155 credits with emphasis in college and technical prep tracks.

Test Results - Our students earned an average ACT composite score of 21.4 in 2008.

Advanced Training - About 41% of our graduates attend four year colleges or universities, 25% attend two year colleges, and 3% enter the military, while approximately 20% enter directly into the job market after graduation.

Faculty - The teachers at CJHS average 12 years of teaching experience. Additionally, 47% of the instructional staff has an advanced degree.

Student/Teacher Ratio - Our average student/teacher ratio, excluding the special programs, is 17-1.

Missouri Assessment Program – Combined percentages of proficient and advanced students (2009 data): Communication Arts 76%, Math 54%, Science 60%.

SPECIAL FEATURES

- ⇒ An eight-block delivery system;
- ⇒ Designated as an A+ school;
- ⇒ A comprehensive Drug Prevention Program;
- ⇒ Comprehensive Special Education/Special Services;
- ⇒ A diversified curriculum
- ⇒ A student to computer ratio of 3:1.
- ⇒ A comprehensive testing and scholarship program; Dual credit/AP courses
- ⇒ School - to - Career; Technical school opportunity
- ⇒ The opportunity to earn a 'Varsity Letter' in Athletics, Music, Speech/Drama, History Day, Knowledge Bowl, and Academics
- ⇒ An Honors Curriculum that, coupled with an appropriate ACT or SAT score, qualifies students for the College Preparatory Studies Certificate and the Presidential Academic Fitness Award.
- ⇒ C.J.U., an alternative school designed to meet the individual needs of students.

OVERVIEW OF CONTENTS

The chief purpose of a public school is to provide educational training for youth of school age. It is the duty of those for whom educational training is provided to conduct themselves properly. Regular attendance and diligent study habits are necessary for the full benefits of education to be realized. Pupils enrolled in school shall observe the general rules of proper conduct, the rules and regulations of the Board of Education (as set forth in this policy manual, minutes of the Board of Education, student handbook, and periodic announcements to the students), as well as the rules of the superintendent, the principals, and the teachers as set forth for the advantageous operation of the school.

This policy will also provide for all affected a clear statement of the expectations this school district has for its students and the consequences, which will follow when deviations from the expectations occur. It is designed for the prevention of actions, which might interfere with the school's educational mission and to ensure a safe and orderly environment for learning.

Parents can be proud that the great majority of CJHS students demonstrate good behavior while participating in the educational program. However, a guide provides useful and pertinent information for students, parents, staff, and other individuals involved or interested in student behavior at Carl Junction High School.

The following guide is to (1) clarify student behavioral responsibilities, (2) identify student rights, (3) identify illegal and unacceptable behaviors, (4) outline procedures for disciplinary decisions, (5) initiate disciplinary actions for violations, and (6) establish procedures to appeal decisions. The causes and remedies for discipline problems need to be understood by all persons affected in order to control the learning environment.

Additionally, this handbook provides general information that is considered to be pertinent for the overall successful operation of the school and the safety of all the students and school personnel.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with the School District of Carl Junction are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, sex age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the School District of Carl Junction compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact central office administration, Carl Junction R-1 School District, 206 S. Roney, Carl Junction, Missouri, 64834, (417) 649-7026. Dr. Phillip Cook has been designated by the Board of Education, Carl Junction R-1 School District, to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet requirements of the Family Educational Rights and Privacy Act (FERPA). The District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review in the Office of the Superintendent during regular school hours on days school is in session.

Missouri public schools are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child, parent/legal guardian's name and address, birth date and age of each child, and each child's disability or suspected disability.

Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

PARENTS'/GUARDIANS' RIGHT TO KNOW

According to the No Child Left Behind Act of 2001 (Public Law 107-110), our district is required to inform you of certain information that you have the right to know.

Upon your request, our district must provide to you in a timely manner the following information about your child's teacher(s):

- Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in he/she provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child receives services from paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

School districts must also provide to each child's parents the following information:

- Information on the achievement level of the parent's child in each of the state academic assessments
- Timely notice that the parent's child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

PUBLIC COMPLAINTS

Parents/guardians and the public should follow the steps listed below when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians and the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R) established for that purpose. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

ASBESTOS IN OUR SCHOOL BUILDINGS

This notification is an update of a 1988 statement concerning the presence of asbestos in some of the District's buildings. We continue to monitor the asbestos to make sure it remains in a safe condition. The asbestos poses no danger to students, employees, or the public at the present time. A copy of the District's asbestos management plan is on file in the Central Office and may be reviewed by contacting the assistant superintendent at 649-7026.

CARL JUNCTION R-1 SCHOOL DISTRICT PHILOSOPHY AND GOALS

DISTRICT PHILOSOPHY

A democratic society depends upon a public education designed to prepare students to become productive members of society. The Carl Junction Public Schools strive to provide an environment, which recognizes each student as a unique individual with special abilities. These abilities require the formulation of a curriculum to promote the intellectual, physical, social, and career development of all students on a level commensurate with their capabilities, thus preparing responsible citizens accountable for their own actions.

We believe the school is an integral part of the community, and as such, must compliment the child's development as a member of the family and community. Students should have access to educational opportunities regardless of race, color, creed, or socio-economic status. In turn, students are expected to achieve to their greatest potential enabling them to make their greatest contribution to society.

The educational developmental process is life-long. A thorough understanding of the basic skills is essential for all areas of development. At the same time, it is necessary to teach students to be flexible enough to adapt to an ever-changing society. Opportunities for growth in vocational skills, fine arts, and humanities will enable students to develop technical skills, creativity, self-expression, and authentic values. Guidance through these processes develops the desire to continue learning throughout their lives and the skills to do so. Through this, we will foster a feeling of self-worth by providing all students with opportunities to succeed. It is our intent that parents/guardians impart to students a basic confidence in our schools. Only through the joint efforts of all students, educators, and parents can the goals of education be fully set.

DISTRICT GOALS

The Carl Junction Schools recognize the responsibilities of providing the learning vehicle that will promote the development of sound minds, healthy attitudes, and productive citizens. The school administration will endeavor to secure, promote, and encourage the most qualified staff available and provide a properly regulated learning environment with a skillful administration of authority.

We also feel that citizens of the Carl Junction community and students jointly share the initial responsibility. Parents/guardians should participate in school activities and encourage students to give their best efforts to daily school responsibilities. Our goals correspond closely to those established for all Missouri schools by the Missouri Department of Elementary and Secondary Education but are relevant to the needs of our community. Students will be provided with opportunities to develop to the extent to which they are capable of achieving in the following four areas:

- Intellectual Development

It is the goal of this district to promote a positive attitude toward learning in a success-oriented environment geared to individual abilities. Students will have appropriate educational experiences that allow them to become competent in the basic skills and functionally literate members of society. Students will have the opportunity to become proficient in communication, quantitative thinking, scientific understanding, analytical and critical reasoning, decision making, and aesthetic appreciation.

- Physical Development

It is the goal of this district to promote a positive attitude toward physical activity, good health, and constructive recreational activities. Students will be provided systematic and sequential instruction in nutritional, health, and safety concepts as applied to human development and well being.

- Social Development

It is the goal of this district to foster feelings of self-worth and to convey the concept of responsibility for one's own actions. Students will be provided opportunities to develop social skills, to understand their relationships to historical perspectives, to develop positive attitudes toward the aesthetic qualities of their environment, and to develop practical living skills. Students will develop knowledge of and respect for different racial, religious and social backgrounds, and be exposed to positive moral and ethical values.

- Career Development

It is the goal of this district to offer opportunities that prepare students to be responsible citizens and productive family members. Students will be provided information and appropriate activities to develop skills necessary for economic self-sufficiency. These activities will touch on the social significance of work and will provide guidelines for analyzing one's aptitude for various careers choices.

CARL JUNCTION HIGH SCHOOL MISSION and VISION STATEMENTS

Our Mission: To ensure that all students learn, graduate, and develop skills for success beyond high school.

Our Vision: To promote learning through collaboration among all members of the school community.

To use data to assess, monitor, and improve learning.

To implement interventions to meet the learning needs of individual students.

To provide a safe and supportive learning environment for all students.

CARL JUNCTION HIGH SCHOOL RULES, PROCEDURES, AND POLICIES

CAMPUS HOURS

The high school building will be open for students at 7:30 am and will close at 3:30 pm. Any student in the building other than during regular school hours must be under the supervision of a teacher or sponsor. Upon arrival at school, students are to enter the north and south main doors and report to and remain in the Commons Area until 7:55.

RED AND WHITE DAYS

Inclement weather and other changes WILL NOT cause changes to the RED and WHITE day schedule. RED and WHITE days are assigned before the school year begins and will only be changed by the administration. If a change is necessary, notification will happen as soon as possible (exact days are listed on next page).

CJHS BELL SCHEDULE

Blocks 1 and 5	8:05 - 9:30
Blocks 2 and 6	9:35 - 11:00
Blocks 3 and 7	11:05 - 1:03
Blocks 4 and 8	1:08 - 2:33
Block 9 Homeroom	2:38 - 3:05

CJHS LUNCH SCHEDULE

A Lunch	11:00 - 11:28
B Lunch	11:32 - 12:00
C Lunch	12:04 - 12:32
D Lunch	12:36 - 1:03

EARLY OUT SCHEDULE

Blocks 1 and 5	8:05 - 9:00
Blocks 2 and 6	9:05 - 10:00
Blocks 4 and 8	10:05 - 11:00
Blocks 3 and 7	11:05 - 1:15

EARLY OUT DAYS

Sept. 29	Oct. 28
Nov. 4, 17	Dec. 15, 22
Jan. 26	Feb. 16
Mar. 16	Apr. 20

LATE START WEDNESDAYS: On Wednesdays, there will be no homeroom for students. However, school will begin later, following this schedule:

Staff collaboration	7:30-8:30
Blocks 1 & 5	8:37-10:02
Blocks 2 & 6	10:07-11:32
Blocks 3 & 7	11:37-1:35
Blocks 4 & 8	1:40-3:05

WEDNESDAY LUNCH SCHEDULE

A lunch	11:32 - 12:00
B lunch	12:04 - 12:32
C lunch	12:36 - 1:04
D lunch	1:08 - 1:35

On late start Wednesdays, bus riding students will report to the commons area upon arrival to school, and will be supervised by paraprofessionals. Students that drive or are dropped off may arrive at regular time, or choose to arrive by the time the first bell rings at 8:30. Late start dates are: August 25, September 1, 8, 15 and 22, October 6, 13, 20 and 27, November 3 and 10, December 1 and 8, January 5, 12 and 19, February 2, 9 and 23, March 2, 9 and 30, April 6, 13 and 27, and May 4 and 11.

AUGUST

18-R 19-W 20-R
23-W 24-R 25-W 26-R 27-W
30-R 31-W

OCTOBER

1-W
4-R 5-W 6-R 7-W 8-R
11-NS 12-W 13-R 14-W 15-R
18-W 19-R 20-W 21-R 22-W
25-R 26-W 27-R 28-W 29-R

DECEMBER

1-W 2-R 3-W
6-R 7-W 8-R 9-W 10-R
13-W 14-R 15-W 16-R 17-W
20-R 21-W 22-R 23NS 24NS
27NS 28NS 29NS 30NS 31NS

FEBRUARY

1-R 2-W 3-R 4-W
7-R 8-W 9-R 10-W 11-R
14-W 15-R 16-W 17-R 18-W
21NS 22-R 23-W 24-R 25-W
28-R

APRIL

1-W
4-R 5-W 6-R 7-W 8-R
11-W 12-R 13-W 14-R 15-W
18-R 19-W 20-R 21-W 22NS
25-R 26-W 27-R 28-W 29-R

SEPTEMBER

1-R 2-W 3-R
6NS 7-W 8-R 9-W 10-R
13-W 14-R 15-W 16-R 17-W
20-R 21-W 22-R 23-W 24-R
27-W 28-R 29-W 30-R

NOVEMBER

1-W 2-R 3-W 4-R 5NS
8-W 9-R 10-W 11-R 12-W
15-R 16-W 17-R 18-W 19-R
22-W 23-R 24NS 25NS 26NS
29-W 30-R

JANUARY

3NS 4-W 5-R 6-W 7-R
10-W 11-R 12-W 13-R 14-W
17NS 18-R 19-W 20-R 21-W
24-R 25-W 26-R 27-W 28-R
31-W

MARCH

1-W 2-R 3-W 4-R
7-W 8-R 9-W 10-R 11-W
14-R 15-W 16-R 17-W 18-R
21NS 22NS 23NS 24NS 25NS
28-W 29-R 30-W 31-R

MAY

2-W 3-R 4-W 5-R 6-W
9-R 10-W 11-R 12-W 13-R
16-W 17-R 18-W 19-R

CODES: NS=No School, R=Red Day, W=White Day

CLOSED CAMPUS

Once you arrive on campus (including the parking lot) you may not leave without permission of the office and your parents/guardians. Students must proceed to the high school upon arrival and are not to linger on or around the parking lot. Students should not be in the parking lot or school buildings without permission. Students who need to leave for various reasons (illness, appointments, etc.) must get permission from their parents/guardians and the office. Students who forget something will not be allowed to leave school. Students must sign out at the office before leaving. Students who leave school without signing out will be considered truant and disciplined accordingly. Students MAY NOT leave early to attend night school or work. Because we do have a closed campus, students MAY NOT leave campus to eat lunch or have lunch delivered to them unless permission has been obtained in advance from the administration.

LUNCHES

The price of lunches for students is \$1.90. Students may also make selections from the snack bar, which is ala carte style. Students must select three items from the snack bar and cannot buy food for other students. Prices of items start at \$.75. Students are not allowed to leave campus to obtain lunch or have lunches delivered to them.

DIRECTORY INFORMATION

Names and addresses of students are released to educational institutions and groups, such as the Armed Services, and other agencies upon request. The law declares these to be matter of public record. If you wish that this information not be released, you will need to notify the high school office in writing within 10 days of first day of school.

VISITATION

Parents are encouraged to visit the school whenever they wish. Visitor parking is available in front of the high school (north side). Visitors must check in at the office upon arrival and obtain an ID badge. In order to avoid confusion in the classroom, no visitors other than parents/guardians will be allowed in classrooms unless approved by the administration and pre-scheduled. This also includes lunch visitors.

HALL PASSES

Students are to not leave the classroom during class time without a hall pass. Any time students leave the classroom they carry a pass signed by their teacher who verifies the destination and time left.

PUPIL INFORMATION OR CHANGE OF ADDRESS

If your last name, address, home telephone number, or parents'/guardians' work telephone number changes during the school year, it is the student's responsibility to notify

the office immediately. This is very important in keeping our records up to date in order to contact a parent/guardian in case of an emergency.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

Prescription Medication

1. The student's physician shall provide the school with a written request that the student is given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name.
2. The parent/ guardian will provide a written request that the school comply with the doctor's request.
3. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school.
4. The district will not administer the first dose of medicine. Medicine should not exceed a 30 day supply.

Over-the-Counter Medication

1. Students must bring the medicine (Advil, aspirin, allergy pills, vitamins, supplements, etc.) to the office and have written parental permission to take it. State law prevents students from keeping the medicine themselves. Students will be disciplined according to the possession of drug/alcohol policy in the student handbook for carrying medication.
2. With written parental permission, office personnel will administer the medicine on an as needed basis. Office personnel will not administer any medicine unless it is stored in the office.

Permission for students to self-administer medication for asthma or other potentially life-threatening respiratory illnesses must be granted by the Board of Education (see JHCD of Board Policy Book).

HEALTH SCREENINGS

Health screenings, including, but not limited to vision, hearing, and scoliosis, are performed by the appropriate school personnel at the request of the parent, student, or district staff member. All students with an IEP have annual vision and hearing screenings.

ACCIDENTS AND SAFETY

We should always have the correct address and telephone number of your home and of your parent's place of employment. Both the teacher and the student should report all accidents to the office. An accident report should be completed by the teacher and turned in

to an administrator. Any student wishing to see the nurse must report to the high school office and obtain permission to see her.

We must be conscious of the safety standards set by the school district, teachers, and students. Our school environment is crowded and actions that result in accidents are unacceptable. Your teachers, coaches, auxiliary staff, and administrators are all genuinely concerned with your safety. Our rules about no running, bus conduct, safety glasses, etc., are for your protection. Please adhere to the safety standards set for everyone so you will not be responsible for an accident to yourself or someone else.

FIRE AND TORNADO DRILLS

Specific instructions as to where you go and what you do are listed below and are posted in each classroom. Your teacher is responsible for knowing and teaching these instructions to you. You are responsible for learning them and obeying them. If we are to save lives, we must act quickly and accurately.

FIRE DRILL = SIGNAL IS FIRE ALARM . . . BACKUP IS LONG RING

Rooms 106, 108, 110, 112, PE, & Locker rooms	Out south door to track
Rooms 114, 116, 200, 201, & 202	Out east door to parking lot
Rooms 203, Administration office, Counselors' office, & library	Out north door to parking lot
Rooms 206, 207, 208, 209, 301, 302, 303, & 304	Out north door to parking lot
Rooms 210, 211, 212, 213, 214, 215, 500, 501, & 502	Out northwest door to road
Rooms 216, 217, 218, 219, 412, 413, 414, & 415	Out west doors to road
Rooms 305, 306, 307, 308, 309, 310, 405, & 406	Out south door to parking lot
Rooms 400, 401, 402, 403, 404, & Commons Area	Out south door to track
Rooms 407, 408, 409, 410, 411, 503, 504, & 505	Out southwest door to road

Teachers please remember to close your windows and doors and grab your attendance/grade book as you leave your rooms.

TORNADO DRILL - SIGNAL IS A SIREN SOUND

Room 106	Go to Classroom 108
Rooms 108, 110, 114, & 116	Stay in own rooms
Room 112	Go to Room 110 or video room
Room 200	Storage room or rehearsal rooms

Room 201	Storage rooms or rehearsal rooms
Room 202	Restrooms at North end of Commons
Room 203	Offices and storage in Media center
Room 204	Counselors' Office Vault
Room 205	Media Center Offices and storage areas
Room 206 and 207	Go to room 208
Rooms 208, 304, and 305	Stay in own rooms
Room 209	Restrooms on South side of hall
Room 210	Go to room 211
Rooms 211 and 212	Stay in own rooms
Rooms 213 and 214	Go to room 212
Rooms 215	Go to room 501
Room 216	Go to room 502
Rooms 217	Go to room 501
Rooms 218 and 219	Go to room 500
Rooms 302, 303, 306, 406, and 408	Stay in own rooms
Room 307	Go to room 303
Room 308	Go to room 304
Room 309	Go to room 305
Room 310	Go to room 306
Room 400	Restrooms on North side of hall
Room 401	Go to room 402
Rooms 402, 404, and 405	Stay in own rooms
Room 403	Go to room 404
Room 407	Go to room 408
Room 409	Restroom on north side of hall
Room 410	Stay in own room
Room 411	Restroom on north side of hall
Room 412	Go to room 503
Room 413	Go to room 504
Room 414	Go to room 503
Room 415	Go to room 505
Rooms 500, 501 502, 503 504, and 505	Stay in own rooms

Classes are to remain in the computer lab and Media center if they are already there at the time of a tornado or tornado drill.

CALENDAR

Mr. Wall will keep the official school calendar. This calendar will be subject to change but NOT at the last minute. Anything placed on the calendar must be cleared through Mr. Pyle or Mr. Wall. State, district, and conference activities will have priority. Contractual agreements come next while everything else will be placed on the calendar on a first come first serve basis. Students will not be forced to make a choice. If sponsors can't work it out, the calendar listing will determine the student's participation.

DAILY ANNOUNCEMENTS

Routine announcements will be made by office personnel at the beginning of Homeroom. Announcement requests must be e-mailed by teachers to Mrs. Guttenfelder by 11:00. Emergency announcements will be made over the intercom.

BULLETIN

A weekly bulletin of activities, counseling information, and homeroom activities will be emailed to the teachers. Any activities or information to be included on the bulletin must be turned in to the office by 1:30 on Thursday. All homeroom activities must be scheduled through Mr. Pyle. Teachers will post the weekly bulletin in each room.

TELEPHONE

Any student wishing to use the phone for non-emergency purposes may do so, with office permission, between classes or at lunch. Students who are late to class will be counted tardy for using the phone. Students may not use telephones in teacher offices and may not use cell phones during the school day. Parents needing to contact students during the school day should call the high school office.

DELIVERIES

The Carl Junction R-1 School District does not accept the delivery of flowers, candy, balloons, stuffed animals, presents or gifts, and other related items to any high school student.

SCHOOL DANCES AND EXTRACURRICULAR ACTIVITIES

All school dances, with the exception of Junior/Senior Prom, will be held in school facilities. Students will not be allowed to leave and re-enter the dance. No loitering will be allowed around the outside of the building in which the activity is held. School dances will terminate no later than 11:30 pm. Only current CJHS students in good standing (not in ISS or OSS) and their dates (not in ISS or OSS) will be allowed. No junior high students may attend high school dances. You must have been in school the day of the dance to attend unless administrative approval has been obtained. All students must pay individually as there will not be a date or couples price of admission. Students with outstanding fines or fees will not be permitted to attend dances.

No student who has been suspended, expelled, or who has dropped out of CJHS may attend (even as a guest) unless he/she is currently enrolled at another school, is serving in the military, or is enrolled in college. No individual who has reached the age of 21 will be allowed to attend dances as the guest of a student. Any other exceptions must be approved by the principal. Verification of current enrollment is the student's responsibility. All guests must be registered at the door. Remember, you are responsible for your guest. Any student at the activity not conducting himself in a proper manner, as interpreted by the chaperones, will be asked to leave and the conduct will be reported to the administration.

ASSEMBLIES

The students' behaviors should be refined and courteous at all times during an assembly. Attendance is mandatory for all students enrolled in the block during which the assembly is scheduled. Students are not allowed to go back to classrooms without the teacher being present. Teachers will lock their classroom doors when attending an assembly. An indication of the cultural level of the school is the conduct of its student body at an assembly. 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 whistling, uncalled-for clapping, boisterousness, and talking.

GUIDELINES FOR EXTRACURRICULAR TRIPS AND ACTIVITIES

- 1) Any student riding a bus to and from the activity is subject to the rules and regulations of the school.
- 2) If any student's behavior is detrimental to the safety of the bus, his/her parent will be called to pick him/her up, and he may not be allowed to ride the bus to school sponsored activities again.
- 3) Any student who rides a bus to a school sponsored event MUST ride the bus on their return trip. Exceptions to this can only be made by the administration.
- 4) Students will not be allowed to drive their own cars to school sponsored events. Exceptions to this may only be made by the administration.
- 5) Students must pay all fines and fees the day before the trip or activity in order to participate.

CARL JUNCTION HIGH SCHOOL GUIDANCE INFORMATION

ENROLLMENT

In order to enroll in school, the prospective student should have verification of the following items:

- 1) Withdrawal from last school attended;
- 2) Proof of residency or waiver (not power of attorney);
- 3) An official transcript
- 4) Up-to-date health records;
- 5) Parent or legal guardian present during initial enrollment;
- 6) Never been convicted or charged with an act listed in FILE JEC in the Board of Education Policy Book; and
- 7) Not currently suspended or expelled from another school district.

WITHDRAWAL PROCEDURE

In order to withdraw from school, the student must do the following:

- 1) A parent must contact the school and talk to an administrator prior to last day.
- 2) Students must obtain the proper withdrawal form from an administrator and have this form signed by their counselor, teachers, athletic director, and librarian.

PLANNING GUIDE

See the high school planning guide for information on the following topics: early graduation, graduation requirements (A student's eligibility for participation in graduation exercises will be determined by grades earned up to and including the date and time of the last regularly scheduled senior final.), honor roll, scheduling, second semester schedule changes, U.S. and Missouri constitution tests, religion credits, and other guidance and academic information. The planning guide is distributed to students each year and is also available in the guidance office.

REPORT CARDS AND PROGRESS REPORTS

A grade is given in each subject at the end of each quarter and the semester average is recorded on the transcript of each student. Semester Grade cards will be distributed to the students as soon as possible following the close of the reporting period. Progress reports will be issued every three weeks and can be viewed through the parent portal. The report may reflect both good and poor progress. Parents of students earning an "F" are encouraged to personally contact the teacher.

STUDENTS FIRST ON-LINE GRADING PROGRAM POLICY

The high school faculty and staff recognize the importance of school-home communication, and encourage parents to be active participants in all areas of their student's education. Our *Students First* program provides teachers with a communication pathway to keep parents informed, and allows parents to support the learning process. Additionally, it serves as a motivational tool to encourage students to complete class assignments and better prioritize and plan study time. The high school faculty has established the following timelines to assist parents and students:

Pre-posting of Due Dates:

- Major tests and/or projects will be posted one-week in advance of the due date. Pre-posting of daily assignments and quizzes is optional and left up to individual teachers. Developing self-discipline and organizational skills is an essential skill at the high school level, therefore we believe students need to be responsible for recording daily assignments.

Posting of Grades:

- Grades for daily assignments and quizzes will be posted and updated on a weekly basis.
- Major tests and/or projects will be graded and posted within two weeks of the due date.
- Research papers will be graded and posted within three weeks of the due date. (In all cases, teachers will make every attempt to post grades as soon as possible, however, the above posting guidelines will be used as the maximum time between due dates and postings.)

MANDATORY SEMESTER TESTS

Due to increasing accountability standards established by the State and our desire to prepare our students for comprehensive performance testing, all students will be required to complete a comprehensive semester test for each class. These tests will be administered during the final few days of the semester. Specific dates and times will be announced. Exceptions to the semester test policy must have administrative approval. In some cases, end of course assessments may count as semester tests.

TEXTBOOK FEES

All students will receive a textbook for each class and will be responsible for returning the book to the teacher or paying for the book prior to being issued another book. If lost or damaged, the student will be required to pay the bill as presented by the teacher. General lost books are depreciated over a five-year tenure at an average starting cost of \$55.00 per book.

*All fines/fees must be paid upon students' withdrawing or the last day of school. Consequences will be given for students who are not cleared for the current school year.

LOCKERS

Lockers will be assigned as you enroll. Students are not charged a locker fee and the school maintains a dual authority with the students in this area. Administrative searches of lockers may be made based on reasonable suspicion of illegality or breach of school discipline policy. We reserve this right to maintain the integrity of the school environment and to protect other students. Students should keep their lockers locked at all times and not share their combination with other students, and NEVER change lockers without permission from an administrator. Graffiti on or damage to a locker will be the responsibility of the student assigned to that locker. The locker may need to be cleaned and/or repaired as decided by the administration. Bottles, cans, cups, or any liquid containers are not to be kept in lockers (without administrative approval). Magazines, books, pictures, and other items considered to be in poor taste (according to dress code) are not to be on or in lockers. Locker doors should be shut and latched. Detentions and loss of locker privilege will be issued for any of the above violation. The school does not assume responsibility for property removed or stolen from lockers. The students should not place valuable items or money in lockers.

***Physical education students should not leave valuables in the locker room, as the school is not responsible for such items.**

CARL JUNCTION HIGH SCHOOL SPECIAL PROGRAMS

THE A+ SCHOOLS PROGRAM

The Missouri Department of Elementary and Secondary Education has designated Carl Junction High School as an A+ School. The A+ Schools grant provided the opportunity and funding for Carl Junction High School to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocational/technical training, or college.

*Students must read and complete the drug consent form to participate in the A+ program.

Goals of an A+ School . . .

- To ensure that all students graduate from high school.
- To ensure that all students complete a selection of high school studies that is challenging and has identified learning expectations.
- To ensure that all students proceed from high school graduation to a college, post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

A+ Financial Incentives . . .

Eligible Carl Junction High School students may receive two years of free tuition, books, and fees from any Missouri public community college, vocational school, or technical school.

Graduates are eligible to receive financial reimbursement if they:

- Attend a designated A+ School for three consecutive years;
- Maintain a GPA of 2.5 on a 4.0 scale;
- Maintain a high school attendance record of 95%;
- Tutor or mentor other students for 50 hours;
- Complete drug consent form;
- Maintain a record of good citizenship and avoid the unlawful use of drugs;
- Attempt to secure all available federal financial assistance funds that do not require payments; and
- Plan to enroll in and attend on a full-time basis a Missouri public community college or technical school, maintaining a GPA of 2.5 or above.

SCHOOL-TO-CAREER PROGRAM

The Carl Junction R-1 School District maintains a School-to-Career Program intended to help all young people graduate from school prepared to enter college or a career. In addition to students' academic work, several opportunities are available to help students bridge the gap between school and work, including:

Career Shadowing opportunities for all students who can provide their own transportation to and from a work site that agrees to provide detailed career exploration in a particular industry.

Choices (career-research software) are renewed annually to provide the most up-to-date information on hundreds of careers and school programs available along with interest and skills inventories, a portfolio planner, etc.

All students graduate with an employment portfolio containing proof of career research, a resume, cover letter, completed application for employment, responses to commonly asked interview questions, and other employment preparation documents.

The involvement of community members, parents, and businesses is an asset to our program. Many guest speakers come to the classrooms and several field trips are taken to ensure that our students obtain vital career-related information before graduation.

FRANKLIN TECHNOLOGY CENTER

Attending Franklin Technology Center is a privilege and carries with it certain responsibilities. Carl Junction R-1 spends approximately \$50,000 per school year to give students this opportunity. Please take advantage of the opportunity to experience fields of learning that are not offered on the Carl Junction campus.

- 1) Bus transportation is provided and required. Students attending Franklin Tech must ride the bus to and from Franklin Tech unless excused by the high school administration. Students missing the bus will not be allowed to drive to Franklin Tech without written administrative authorization and will spend the remainder of the FTC blocks in ISS. Students that drive/ride to Franklin Tech without permission will receive detentions, ISS and/or possible dismissal from the program.
- 2) Attendance at Franklin Tech may not always correspond with CJHS. Students are expected to attend Franklin Tech on the days Joplin is in session, regardless of Carl Junction's situation.
- 3) Students are allowed to miss up to 18 days during the year (9 per semester) at Franklin Tech. After exceeding this number, the student may lose credit in the class.
- 4) Attendance at Franklin Tech does not excuse the student from application of the CJHS discipline code. Students must also follow rules established by Joplin Schools.
- 6) Students who choose to enroll in classes at FTC will not be eligible for early graduation. The technical programs offered at FTC require two full years of attendance in order for students to achieve certification. Additionally, the school district pays tuition for each student to attend the entire year.

STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse of student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and will bring before the council any proposal or concern the student body may have. The council, in turn, will bring recommended changes to the administration.

END OF COURSE ASSESSMENTS (FORMERLY MAP)

*Student/Parent Notification of Statewide Assessments

Our district will implement end of course assessments 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. End of course assessments will count as 10% of the student's semester grade. Any eligible student for whom English is a second language shall participate, but the student's scores shall not be counted until the student has been educated in three (3) full school years in a school in which English is the primary language. The state of Missouri allows individual districts to establish a system of rewards and punishments designed to encourage the students of the district to give their best efforts on each portion of any statewide assessment.

NATIONAL HONOR SOCIETY

National Honor Society was founded in 1921 to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. These ideals are scholarship, character, service, and leadership. Membership is both an honor and a commitment. Juniors and seniors are eligible for membership. Selection is made after the first semester each year. Qualifications for NHS membership are:

- Scholarship: Cumulative GPA must be at least 3.4 (B+) through the first semester of junior year;
- Service: School, church, and/or community activities (evaluated on a point basis from information submitted by the candidate);
- Leadership: Offices held, honors, awards, work record, and home responsibilities (evaluated on a point basis from information submitted by the candidate); and
- Character: Evaluated on a point basis from information submitted by the faculty.

CJHS ACADEMIC ELIGIBILITY POLICY

Students will receive grade reports approximately every three weeks according to the academic eligibility calendar. Any student with any grade of F will be placed on probation for one week. During that time, the student will have the opportunity to raise his grade to a D- or higher. If, after one week from the progress report date, the student has not eliminated the F, he/she will not be eligible to participate in extra-curricular activities for the remainder of that grade report period. The student **will** be allowed to participate in practices, in the hope that his/her grade will improve and he/she will eventually be able to participate in the activity. The student **will not be allowed** to participate in co-curricular activities outside of school that are *required* as part of a grade for a class, but **will be given an alternate assignment** to make up the points missed. The student will NOT be allowed to leave school during school hours to participate in any school-related activity. Students on the ineligible list **may** participate in a class activity that leaves for ONLY that block.

If the student has raised his/her grade to a D- by the next grade check, he/she will be eligible to participate in activities and/or leave school for school activities for the remainder of that 3-week grade reporting period. A complete copy of the policy can be obtained in the office.

MSHSAA ACTIVITIES ACADEMIC REQUIREMENTS

To participate in any interscholastic activity sponsored by MSHSAA (athletics, cheerleading, music, speech and drama and knowledge bowl:

A student in Grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.5 units of credits or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.5 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the

handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.

A student who is dual enrolled in college classes being taken off campus with credit being placed on the high school transcript and high school classes may only count up to one full credit earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.

A student who is dual enrolled in college and high school classes but who does not receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward determining high school eligibility as follows: 1/2 unit of high school credit for a 3 credit hour class; 1 unit of high school credit for a 5 hour college credit class.

Summer School MSHSAA policy 213: Summer School Courses may count toward maintaining academic eligibility provided the credit earned for each course is placed on the school transcript, such courses must count toward meeting graduation/promotion requirements, and no more than one credit earned in summer school shall count toward maintaining academic eligibility.

CJHS and BIG 8 CONFERENCE SPORTSMANSHIP GUIDELINES

Carl Junction students and community members are expected to be strong supporters of all activities and athletic events. The administration expects both groups to exhibit positive support for our Bulldogs and refrain from negative behavior. We have included our guidelines for expected behavior at all activities both at home and away.

1. Students and spectators should refrain from booing and/or negative comments toward officials or the opposing team/players.
2. Students must refrain from standing on the floor. All students may stand in the bleachers for the entire game.
3. Signs and banners are allowed at non-district games as long as they are supportive of Carl Junction Teams. Signs and banners cannot contain derogatory comments about the opposing team, mascot or officials. Signs and banners must have administrative approval prior to the contest.
4. Students and spectators must refrain from using artificial noise makers.
5. Students may wear clothing that is supportive of Carl Junction teams. Clothing cannot have inappropriate messages or themes. Shirts, pants/shorts and shoes must be worn at all times.

Administrators must use their best judgment in determining appropriate behavior and may require students and spectators to modify behavior in order to abide by the above guidelines. Failure to abide by the above guidelines could result in removal from the

activity/contest, suspension from future events, as well as, consequences that can ultimately include out-of-school suspension.

LETTERING POLICY

CJHS recognizes two distinct letters; an Academic letter and one that may be earned in one of the following areas: Knowledge Bowl; competitive athletics; competitive music; and competitive speech. These letters have the same basic design, but are different from each other by the display of pin, emblem, or script.

The "Academic" letter is the traditional "CJ" with the word Academic etched on it. To show its special significance, the student should wear this "CJ" apart from other letters or emblems on the jacket. The standards for earning an Academic letter are:

- 1) The student must have a 3.5 GPA for the year with no grade of D or F;
- 2) Three credits per year must satisfy either the definition of core curriculum (math, science, social studies, and language arts) or the definition of Honors Curriculum (refer to Curriculum Guide); and
- 3) This letter is issued at the opening assembly each school year and recognizes those that earned the letter the previous year. Graduated seniors received their awards at the Senior Awards Assembly.

The other letter recognized by CJHS will be the same "CJ" design minus the word Academic. The four departments awarding this letter may give emblems or pins to differentiate from each other. The standards for earning this non-academic letter will be determined within each department and may be picked up from a teacher in that department. The award procedure is as follows:

- 1) Letters will be awarded at the end of the year;
- 2) A letter and certificate will be given the first year;
- 3) Certificates and bars will be issued for the years that follow; and
- 4) Other organizations or departments wishing to recognize their talent may do so in the form of a patch or emblem that can be worn on the jacket. It should in no way be similar to the letter "CJ" and must be no larger than 3" x 3".

Carl Junction High School Athletic Department

Alcohol and Tobacco Policy

Students are expected to refrain from possession or use of tobacco, and/or alcoholic beverages. A student will violate the MSHSAA citizenship policy if he or she uses, possesses, has ingested, has under his or her control, sells, manufactures, purchases, administers, dispenses and /or distributes:

1. Tobacco in any form;
2. Alcohol, intoxicating liquor or alcohol beverages as defined in Chapter 311, RSMo;

Possession shall be defined as visual or physical evidence, which is substantiated by a school official or law enforcement officer, to the satisfaction of the Administration. Violations of the alcohol and tobacco rule accumulate during the student's tenure at Carl Junction High School and do not start over with a new sport's season or a new school year.

Violation of the MSHSAA citizenship policy for alcohol and/or tobacco shall cause the student to receive the following penalty administered by the athletic director.

FIRST OFFENSE: Two (2) weeks or two (2) games/matches/meets whichever is the more severe penalty. If the offense occurs before the start of contests, the punishment shall begin on the date of the first contest for that sport season. Students will be allowed to practice during this time. If a student is not in a sport at the time of the infraction, the punishment shall carry over until the next sport season in which the student participates.

SECOND OFFENSE: A four (4) week suspension in each sport season (fall, winter, and spring) for a period of one year from the date of offense. The four (4) week suspension would begin on the date of the first contest during each season. Students would be allowed to practice during the suspension time.

THIRD OFFENSE: The student is no longer eligible to participate in any sport during the time the student is enrolled at Carl Junction High School.

If a student violates the alcohol and/or tobacco policy while under suspension from a previous violation, the student will serve the punishments consecutively. Alcohol and tobacco violations will be treated independently and will not build on each other. All student athletes, during the first week of the school year or the first practice day of a fall sport whichever occurs first for the individual student, will be required to sign a MSHSAA citizenship form stating they have read and understand the citizenship policy. The alcohol/tobacco policy will be in effect from the first possible practice date in the fall until the last competition date in the spring.

DRUG TESTING POLICY

Each student participating in extracurricular and/or co-curricular activities shall be required to enroll in the drug testing pool. Students will receive copies of the "Student Extracurricular and/or Co-Curricular Activities Drug Testing Policy" and "Student Extracurricular and/or Co-Curricular Activities Drug Testing Consent" form which shall be read, signed, and dated by the student and parent or guardian. Students must turn in the "Student Extracurricular and/or Co-Curricular Activities Testing Consent" form to the high school office by 3:30 PM on August 30, 2010 before the student will be allowed to continue or to begin practice or participation in any extracurricular and/or co-curricular activity. Any student who does not turn in the required forms by this time will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year. Transfer students will be placed in the testing pool within one week of enrolling in the Carl Junction School District if they intend on participating in extracurricular and/or co-curricular activities.

HOMEROOM (previously Seminar)

Homeroom serves as an extension of the academic day. Its purpose is twofold:

- To provide students a quiet time to get started on and complete homework assignments.
- To provide teachers an opportunity to work more closely with students in an effort to improve student academic success.

Homeroom guidelines:

1. Homeroom will take place four days per week (M/T/Th/ and F) from 2:38-3:05.
2. No Homeroom on Wednesdays.
3. Students will report to Homeroom as they report to other classes; tardies will be issued if students are late to Homeroom.
4. **No movement will be allowed during Homeroom**, unless a student has an F in a particular class, as indicated by the 3-week grade report, OR by a teacher at another time. Student movement during Homeroom will be directed ONLY by teachers, and students will not be allowed to leave Homeroom unless they are directed to do so by a teacher. A pass or Instant Message will be issued by either the receiving or sending teacher for a student to leave Homeroom.
5. Students causing problems during Homeroom will be disciplined according to the Discipline Code.
6. No movement at all will be allowed during the first three weeks of school.
7. Limited class/activity/organization meetings will be held during Homeroom (Senior class meeting to order caps & gowns, college representative visits, etc.). These MUST be cleared through the activity director, Mr. Wall.

WORK PERMITS

In order for a student under the age of 16 to gain employment, he or she must meet the following requirements:

- 1) Possess grades of C or higher on last quarterly grade report;
 - 2) School personnel must be satisfied that the employment will serve the child's best interest;
 - 3) Proof of child's age;
 - 4) Work schedule of maximum of three (3) hours on a school day and eight (8) hours on a non-school day; and
 - 5) Successfully completed the Division of Labor Form, which can be picked up in the Guidance Office.
- *Work Permits are a state document of the Missouri Department of Labor and Industrial Relations

CARL JUNCTION HIGH SCHOOL ATTENDANCE REGULATIONS

In order to receive maximum benefit from the educational opportunities offered at Carl Junction High School, all students are expected to attend school regularly. Lifelong habits, which will follow our students throughout their professional and personal lives, are formed by

regular school attendance. Cultivating this habit of regular school attendance is a shared responsibility between the school, the parents, and the student.

In addition to the specific academic requirements in each class, students must maintain an attendance rate of 90 percent. If attendance falls below 90%, the student may be withdrawn from the class for the rest of the semester and may receive a grade of "W". Ninety percent attendance may be achieved by missing no more than five (5) times from each block per semester. Policy exceptions will be granted for extenuating circumstances only. Extenuating circumstances are to be determined by Mrs. Holloway and/or the attendance committee.

Carl Junction High School does not attempt to distinguish between excused or unexcused absences. However, absences for a school-sponsored or school sanctioned activity WILL NOT BE counted toward the five allowable absences. Any truancy WILL BE counted toward the five allowable absences. All other absences (illness, appointments, funerals, etc.) WILL BE counted toward the five. Doctor notes DO NOT excuse an absence but should be turned in to the office to help prove an extenuating circumstance. Parental notes and calls are needed and appreciated to re-admit the student after an absence or to alert us before the absence, but DOES NOT excuse the absence. If you feel your child has an extenuating circumstance, please notify Mrs. Holloway.

When a student's attendance is in danger of falling below 90% in any class, the homeroom teacher or an administrator will talk with the student personally. Upon the fourth absence from any block, a letter will be sent to the parents reminding them of the attendance policy and outlining the record of absences. When a student reaches six (6) absences the parent will receive a letter notifying them that their student has exceeded the days of absences allowed (5) and that the student may receive no credit and a grade of "W" in the specific class or classes.

Students who exceed the maximum number of absences have the option of appearing with their parent/guardian before the Attendance Committee consisting of an administrator and/or teachers. The Attendance Committee will determine whether or not extenuating circumstances have occurred. THESE CIRCUMSTANCES MAY OR MAY NOT RESULT IN AN EXCEPTION TO THE POLICY. It is the responsibility of the student and/or parent/guardian to contact Mrs. Holloway to set up the Attendance Committee meeting upon receipt of the sixth absence letter. Meetings are held before or after school at the high school.

*EMANCIPATION - Only students who are *legally emancipated* may sign school permission, consent, enrollment and/or absence forms in place of their parent or legal guardian (*legal documentation is required*).

SPECIAL ABSENCES

Vacation trips during school time are not in the best educational interest of students. Families are encouraged to arrange their vacation and special trips during the time school is not in session. If this is not possible and trips must be taken during school time, students and parents/guardians should be aware that all days absent WILL BE COUNTED toward the Attendance Policy.

“SKIP DAYS”

Due to our concern for the safety and welfare of all students, Carl Junction High School does not consider “skip days” as sanctioned activities. Participation in such constitutes truancy and/or defiance of authority and will be disciplined as such. A parent call or note WILL NOT excuse these absences.

MAKE-UP WORK

Students who will be absent from classes due to their participation in a school-sponsored activity must check with their teachers for makeup work before the classes are missed. These assignments should be turned in before the date(s) the students will be absent. Students who are absent should make arrangements with their teachers for make-up work immediately upon returning to school. The amount of time allowed to complete the work is up to the discretion of the teacher and may vary from class to class. Any student who does not make these arrangements within two (2) days upon returning to school has forfeited the privilege of making up the work. Remember, you are the one who has been absent; therefore, the assignments you have missed are YOUR responsibility.

BULLDOG CODE OF CONDUCT

Responsibility

- I will arrive to class on time.
- I will complete and turn in all work on time.
- I will bring all needed materials to class.
- I will work the entire class period as directed.

Respect

- I will use language that is positive and appropriate.
- I will interact positively with peers and staff members.
- I will listen actively when others speak.
- I will care for my property, school property and the property of others.

Safety

- I will maintain a safe environment for myself and others.
- I will avoid behaviors that may harm me or others.
- I will follow safety procedures.

CARL JUNCTION HIGH SCHOOL DISCIPLINE POLICY AND GUIDELINES

The Carl Junction R-1 School District has listed the major problems that may interfere with the education of students. If a student chooses to involve himself in these problem areas, a listed disciplinary action may be the consequence for the behavior. Please be aware that this booklet is a guideline and does not describe all behaviors, nor does it describe the many positive activities used to help students change their behavior. The purpose of discipline at CJHS is as follows:

- 1) To promote an appreciation of good behavior as a necessary condition

- of living and working in a free, democratic society;
- 2) To encourage self-control in the interest of cooperative living, working arrangement, and as an obligation that each individual owes to others;
 - 3) To teach students to have respect for proper authority whether that authority is in a person, in a group, or in laws and regulations, with the recognition that proper authority is a necessary and desirable ingredient in-group living;
 - 4) To develop the ability to exercise freedom wisely and to realize that there is no freedom from consequences of one's actions; and
 - 5) To increase the ability for assuming responsibility for sharing in problem solving situations within a group. To this end, every effort should be made to have the discipline within the school be a leaning experience that will contribute to the continuous growth of pupils. However, it is recognized that there will be times when authority vested in the schools must be used to control pupils by methods which, in and of themselves, do not contribute to desired growth. Occasionally, in spite of the efforts of teachers, there will be a few students who must be made to understand that they must conform to rules and regulations or be released from school.

The Excellence in Education Act of 1985, Section 5, deals with the establishment of a discipline code and specifically outlines responsibilities as follows:

- 1) The local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district during normal business hours for public inspection;
- 2) The policy shall contain the consequences of failure to obey standards of conduct set by the local Board of Education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged;
- 3) All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, and during intermission or recess periods; and
- 4) Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

SPECIAL EDUCATION/HANDICAPPED

"Handicapped and/or Special Education students are not exempt from the disciplinary process, nor are they entitled to participate in district programs when their behavior significantly disrupts the educational process for other students or impairs the good morale or conduct of other students. However, it will be necessary to determine whether the behavior exhibited is related to the student's handicapping condition." - Carl Junction R-1

School District Compliance Plan Public Law 94-142. For specific guidance refer to the compliance plan's policy on Discipline/Suspension/Expulsion Handicapped Students.

DUE PROCESS - YOUR RIGHT OF DUE PROCESS

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until the facts have been presented by everyone involved and a judgment has been made. There are certain procedures, which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures, which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

- 1) Principal;
- 2) Superintendent; and
- 3) Board of Education (Appeals must be in writing and within 10 days of the previous decision. A hearing date will be established within 10 days of receipt of an appeal).

DISCIPLINE POLICY AND DEFINITIONS

Any behavior on the part of the students, which distracts from the educational process of the school or adversely affects the health and/or safety of students, is prohibited. This applies to extracurricular activities as well as those taking place during the school day. Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, private property, and school property.

This handbook explains what actions will be taken if students choose to break a policy. Students are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. These steps apply, unless in the discretion of the administration, the student's action requires more or less discipline than stated in the policy. We, at CJHS, would much prefer to prevent discipline problems rather than to punish the student after the problem occurred. We welcome hearing from parents and will use the resources of the school to help any student prevent problems.

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

MISCONDUCT DEFINITIONS

ACTS OF SCHOOL VIOLENCE

"Acts of school violence" or "violent behavior" are defined as the exertion of physical force by student with intent to do seriously bodily harm to another person while on school property, including a school bus, or while involved in school activities.

ALCOHOL AND DRUGS

The use, possession, distribution, sale, solicitation, or being under the influence of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drug, drug-related paraphernalia, narcotic substance, marijuana or other intoxicants, and the discussion of the aforementioned items, even in a joking context, is prohibited. This means on school property, at a school function, at any school event held away from the school, or while the student is on his/her way to or from school. While attending school sanctioned events students are subject to an alcohol breathalyzer test. The breathalyzer may be used if students provide reasonable suspicion or there is probable cause for testing. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with the alcohol and drug policy is mandatory. The proper law enforcement officials will be called if a violation of this policy occurs. All MSHSAA participants will also be subjected to the Athletic Handbook Drug Policy. See Board Policy for additional information.

ARSON

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

ASSAULT

Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Appropriate law enforcement officials will be notified and the student will be taken off of school property as this can be considered a Class C Felony.

ASSAULT ON SCHOOL PERSONNEL

Intentional, unauthorized physical contact with a school employee, which causes physical injury or would reasonably be expected to cause physical injury. Appropriate law enforcement officials will be notified and the student will be taken off of school property as this can be considered a Class C Felony.

AUTOMOBILE MISUSE

Inappropriate use of an automobile on school property includes improper parking, speeding, and unsafe driving. All student driven vehicles must be registered in the office and have a parking tag in plain view. Cars parked on school property may be subject to

search upon reasonable suspicion that there is a violation of school policy. If at all possible, the student will be present during the search.

BUS MISCONDUCT

Not following bus rules and regulations. Students may not use cell phones on the school bus while being transported between home and school.

CELL PHONES/TELECOMMUNICATION DEVICES

Possession of cell phones will be allowed with the expectation of the phone being turned off during school hours. Cell phones that are turned on during school hours will be considered a classroom disruption. Cell Phones cannot be used during school hours unless authorized by an administrator due to an extenuating circumstance or as a privilege during non-instructional time. Teachers may also authorize the use of cell phones in their classrooms as a part of instructional activities with administrative approval. Cell phones must be used under the supervision of a staff member and cannot be used in restrooms or locker rooms at anytime. Any student found using his or her phone in violation of this policy will be disciplined according to the high school discipline code. The device will be confiscated and returned to the parent/guardian. Phone calls during school hours are to be made through the office after receiving administrative approval. Bus riders should refer to the bus misconduct section of the handbook for additional information regarding cell phone use.

CLOSED CAMPUS

Students must obtain permission to leave the school campus during the school day (after once having arrived) from the office. Students must sign out when leaving. Students must sign in at the office if they did not arrive on time. Students are not allowed to leave campus to obtain lunch or have lunch delivered to them.

DEFIANCE OF AUTHORITY

Refusal to obey school rules or to follow instructions of administrators, faculty, or other school personnel.

DISRESPECTFUL CONDUCT OR SPEECH ON SCHOOL PERSONNEL

Disrespectful verbal, written or symbolic language, or gesture directed at a staff member, which is rude, vulgar, defiant, or considered inappropriate to public settings. Intentional, inappropriate language or threat directed at or to administrators, faculty, or other school personnel. All students are expected to refer to their teacher as Ms. Mrs. or Mr. with their last name following the appropriate title.

DISRUPTIVE CLASSROOM SPEECH OR CONDUCT

Conduct or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions.

DISRUPTIVE SCHOOL SPEECH OR CONDUCT

Inciting school disturbances, promoting fights, use of vulgar or obscene language, locker violations, trespassing, gambling, pranks, possession of pornography, inappropriate cafeteria behavior, or other acts that disrupt the educational environment of the school.

DRESS CUTS-PHYSICAL EDUCATION

Any student enrolled in athletic training and/or boys or girls' PE is expected to have appropriate clothing for each class. Students failing to have materials for class or failing to dress out without a doctor's written permit will receive grade deductions and detentions. Teachers will record dress cuts with and assign detentions.

EXPLOSIVE DEVICES

The use or threat of use, possession, or sale of explosive devices (fireworks, smoke bombs, stink bombs, etc.). In case of a bomb threat, appropriate law enforcement officials will be notified and the student will be escorted off of school property as this can be considered a Class C Felony.

EXTORTION

Threatening or intimidating any student for the purpose of obtaining money or anything of value. Appropriate law enforcement officials will be contacted and the student will be taken off of school property as this can be considered a Class C Felony.

FAILURE TO ATTEND DETENTION

Failure to serve detention by the specified date.

FAILURE TO ATTEND THURSDAY NIGHT SCHOOL

Failure to attend Thursday night school by the specified date.

FALSE ALARMS

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

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action (no one gets hurt). ALSO SEE ASSAULT

FIREARM (as defined for Gun-Free Schools Act) - see section 921 or Title 18 of the U.S. Code

Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any weapon described, any firearm muffler or firearm silencer, any rifle, shotgun, spring gun, any explosive, incendiary, or poison gas.

FORGERY/LYING/CHEATING

Writing or giving false or misleading information to school officials, cheating on exams, tests, quizzes, assignments, etc.

PLAGIARISM

Plagiarism is the unauthorized use or close imitation of another's language or thoughts and representing it as a person's original work. This includes giving or taking information from the internet, books, and other students and claiming the information as your own. Students will also fall into this category if they give answers to assignments, test etc. or share essays with other students without the teacher's consent.

Direct plagiarism:

- Submitting someone else's work as your own. Sources may include all or parts of work from published journal articles, book chapters, Internet research information, or the work of another student.
- Using portions of one or more sources, such as lifting ideas, phrases, sentences, and paragraphs and scattering them in with the student's own work. Sources may include work from published journal articles, book chapters, Internet research information, or the work of another student.
- Use of a direct quote without footnote citation.

Indirect plagiarism:

- Unauthorized collaboration on an assignment or project, such as using another person's ideas, suggestions, or work.

FOOD/BEVERAGE POLICY

No student shall bring any open beverage container (cups, bottles, thermos, mouthwash etc.). Students are not permitted to have opened food or drinks in the halls, classrooms, or lockers. If the food or beverage is for the student's lunch then the items need to remain

sealed and should not be consumed in the hallways and must be left in the locker until the lunch period begins.

GAMBLING

Participating in games of chance for the purpose of exchanging money or other items is prohibited.

GAMING DEVICES/ EDUCATIONAL DEVICES

The possession of I Pods, C.D. players, Game Boys or any other entertainment devices WILL NOT be allowed by students at school. Instructional-related electronic devices such as Blackberries, Treos, laptops, Palms, etc. will be left up to the teacher's discretion as to use in their classrooms. Due to safety purposes, power plugs are prohibited, the device must be battery powered. The use of educational electronics is limited to the classroom for educational purposes only. Email, Internet etc. will not be allowed and the high school computer violation policy will be applied. The responsibility for these devices rests solely upon the owner of the equipment. The school is not responsible for lost or stolen items.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION

Physical contact, which is inappropriate for the school setting, including, but not limited to, kissing and groping. The only appropriate display of affection is holding hands.

SEXUALLY INAPPROPRIATE BEHAVIOR

Sexually inappropriate behavior is any unwanted attention of a sexual nature including, but not limited to, unwelcome sexual advances, favors, and verbal, written, or symbolic language that is sexually harassing. Sexually inappropriate behavior also includes any physical contact that is sexually harassing. See Board Policy ACAA for more information.

TARDY

A student is tardy if not in his or her assigned chair when the bell rings. One warning will be given in each class per quarter. After the warning, all tardies will be disciplined. Parents cannot excuse tardies. The school does not excuse tardies unless a bus arrives late or a school-sponsored meeting exceeds the allowed time. If a student is more than 20 minutes late to a class, he/she will be counted absent not tardy. Students on school property who do not report to class will be considered truant.

THREATENING OR HARASSMENT OF OTHER STUDENTS

Words or conduct that intentionally intimidates or threatens another student, staff member, or any other adult. This includes the use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

THEFT

Theft, attempted theft, or known possession of stolen property.

TOBACCO

The use and/or possession of tobacco in any form is prohibited. This includes lighters, matches, and other contraband. This means on school property, at a school function, or any school activity or event held away from our school.

TRUANCY

Absence from school without the knowledge and consent of parents/guardians and the school administration is considered truancy. Schoolwork cannot be made up for the truant day. Examples of truancy include being absent from class without permission, "skip days", being ill and staying in the restroom instead of reporting to the office, leaving school to do personal errands (go home to get something, hair appointments, prom related activities, etc) even with parental permission, and leaving school without checking out at the office.

VANDALISM

Willful damage or the attempt to cause damage to district or personal property belonging to the school, staff, or students.

VERBAL ASSAULT ON SCHOOL PERSONNEL

Intentional, inappropriate language or threat directed at or to administrators, faculty, or other school personnel.

WEAPONS

The possession or use of any instrument or device (or their imitators) which is customarily used for attack or defense against another person or any instrument or device used to inflict physical injury to another person. Examples include, but are not limited to, knives, martial arts devices, box cutters, razors, blackjack, knuckles, pepper mace, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo.

ADDITIONAL RULES AND DEFINITIONS

CAFETERIA RULES

1. Drinks and food are not to be taken out of the cafeteria.
2. Students are expected to arrive in the cafeteria on time and remain in that area until the end of the lunch period. Those wishing to leave the lunch room must ask a lunch room supervisor for permission.

3. The cafeteria is a public eating-place. Mannerly behavior is expected. Cutting in line is not allowed. Tables are to be left clean for the next lunch period. Discipline will be administered for such violations.
4. No more than seven people are allowed at any table.
5. Carry in orders and lunchtime visitors are not allowed.
6. Use only the restrooms located on the North end of the cafeteria during breakfast and lunch times.
7. Students are expected to clean up their area before leaving the commons area.

DRESS AND GROOMING

No form of dress will be permitted which distracts from the educational process of the school or adversely affects the health and safety of students. Students may be asked to leave their coats in their lockers. Safety and health regulations require students to wear shoes. Students may be sent to ISS until the violation is corrected. Some specific examples of disallowed dress are:

1. Clothing, belts, jewelry, hats or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double meaning slogans.
2. Clothing, worn as outer garments such as skirts, shorts, and skorts, must be at least fingertip length. Violation could result in loss of privilege to wear shorts;
3. Mesh or any form of see through clothing and clothing exposing midriff;
4. Clothing designed with narrow shoulders must be at least three (3) inches wide. Strapless shoulders, low necklines are not allowed (examples include spaghetti straps, tank tops, beachwear, and shirts and blouses with excessive side openings) or any clothing that would display the stomach is not acceptable. **The amount of skin displayed is the major criteria.**
5. Undergarments (boxer shorts) worn as outer garments; pajamas bottoms/tops, robes, house slippers etc...
6. Clothes that are excessively tight, low cut, or torn/cut;
7. Hats (head coverings) and sunglasses worn inside the building;
8. Backpacks, bags, etc must be left in lockers (not allowed in classrooms);
9. The only visible body piercing (cannot cover) allowed are earrings;
10. No chains over six inches may be worn;
11. Only natural hair colors will be allowed (no green, blue, etc.) and no symbols, cut or dyed, will be allowed in the hair; hair may not cover the eyes
12. Contact lenses (Wild Eyes) that are distracting to learning process; and
13. Appropriate personal grooming is conducive to a desired learning environment. Any practice judged distracting or disruptive will be dealt with on an individual basis. Any decision concerning questionable dress will be made by the administration. Any student violating the stated dress code will be required to change clothes and be assigned the appropriate discipline as outlined by the discipline code. The student will receive an absence for any class missed while obtaining a change of clothes.

DRIVING AND PARKING REGULATIONS

1. Do not drive your vehicle or be in the parking lot from time of arrival at school until dismissed at the end of school, except by permission of the office.
2. Do not remain in the parking lot after arrival - go to the commons area; or after school-If not involved with a school function.
3. Students must use the south parking lot. Students may only park in other areas with administrative approval.
4. All student vehicles parking on or near campus must be registered in the office. Students have two weeks to get their vehicles registered and pick up a parking tag before tickets/fines are given. This tag must be displayed in plain view. If a student changes vehicles (even temporarily) this vehicle must be registered and the tag transferred to the appropriate vehicle. Students will be charged \$1.00 per parking tag.
5. Student vehicles or vehicles delivering or picking up students are not permitted in front of the high school.
6. The school is not responsible for automobiles or their contents. Students are encouraged to lock their car doors.
7. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband violating school policy is present.

CARL JUNCTION R-1 COMPUTER USER'S POLICY

The following policy will apply to all students who use computers, whether networked or wireless, at any Carl Junction R-1 District school facility.

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand, and papers or books distributed for student use. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her assigned work; cheating is not permitted. Cheating is defined as sharing documents or disks, using articles, stories, or other works found online and presenting them as one's own, and/or allowing others to print one's work as their own.
3. The student is expected to stay on task and respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate/derogatory messages or threatening messages, will not be permitted.
5. Other prohibited activities include, but are not limited to:
 - a. Sending any unauthorized messages on the network.
 - b. Accessing software not authorized by the instructor.

- c. Unauthorized or inappropriate entry or use of Internet, (i.e. network hacking, chat rooms, pornographic websites, websites explaining the development/construction/distribution of illegal materials/substances, ect.)
- d. Use of disks from home or from other students. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited.
- e. Unauthorized downloading of any program.

Violation of any part of the Computer User's Policy may result in loss of computer privileges, in-school suspension, or out-of-school suspension. Consequences will be determined at the building level.

CARL JUNCTION R-1 SCHOOL DISTRICT BUS SAFETY

The primary responsibility of the school bus driver is to safely transport students to and from school. Because the misbehavior of students can distract the driver from the safe operation of the bus, inappropriate behavior will not be permitted. The discipline code, which applies to an individual student, will be used as a guideline when discipline is necessary. However, because disruptions on a bus are much more dangerous to the safety of students than are disruptions in a classroom, students may expect more severe consequences. As an example, throwing paper in the classroom may disrupt the learning process while the same action on a bus could lead to a wreck causing injury or even death to many students. Therefore, the discipline for this type of misbehavior on the bus may be more severe than for this type of behavior in the classroom.

Students must realize that they are to follow the driver's instructions when loading and unloading. While on the bus, students are to remain seated facing the front of the bus and talking quietly. Some of the behaviors considered unacceptable are:

Hanging out of windows - Throwing objects - Harassment of other students - Profanity - Out of seat - Insubordination - Spitting - Loud talking or noises - Obstructing aisles

If the District is to be successful in its goal of providing safe and appropriate transportation for students, parents must explain to their children the importance of proper behavior on the bus. Children must realize they are responsible for their actions and that parents will support the school when discipline becomes necessary. Since the safety of children is our primary concern, misbehavior on or around buses will not be tolerated. Specific penalties are listed in the discipline plan. The Carl Junction R-1 Transportation System intends to provide safe and appropriate transportation for students. The support of parents and the community is important in the realization of this goal.

A shuttle bus transferring students from the high school to the other campus is available to bus students only. Bus students must go directly to the shuttle bus after school and must ride to main campus. The buses will load in the north parking lot and will leave at 3:11. Students are not allowed to loiter on the main campus. They are to go directly to their buses when they arrive on the other campus.

EXPLANATION OF DISCIPLINARY ACTION

HIGH SCHOOL CONFERENCE

A formal conference is held between the student and one or more school officials. Methods the student might use to change his/her behavior will be discussed.

PARENT INVOLVEMENT

Parents or legal guardian(s) will be notified of most disciplinary offenses by disciplinary referral letter, e-mail, telephone, or personal contact (notification of tardies will not be given). School officials may seek parental assistance in solving the student's problem.

DETENTIONS

Detentions will be held on Thursday from 7:00 am to 8:00 am and from 3:15 pm to 4:15 pm. Students assigned to detention should report to the ISS room. Anyone arriving late, without administrative approval, will not be allowed to remain. Everyone must bring something to work on while in detention. Students asked to leave detention because of misbehavior (talking, refusing to study, etc.) will be required to retake the detention and additional discipline will be administered. You may not leave campus and return to detentions or vice versa. Students will be disciplined according to school policy if detentions are not served on time.

THURSDAY NIGHT SCHOOL

Night school begins at 3:15 and ends at 6:15 every Thursday. Students are to report to the ISS room prior to 3:15. The school is not responsible for transporting students home. Any student arriving after 3:15 will not be admitted. Students are responsible for bringing study materials or appropriate reading material (as determined by the night school teacher) and will be required to do any work assigned by the night school teacher. Students will be disciplined according to school policy if night schools are not served on time.

IN SCHOOL SUSPENSION (ISS)

Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher when appropriate. Students are allowed to make up work missed in their classes while in ISS.

While in ISS, students will be given assigned work in addition to their schoolwork. It is the student's responsibility to bring books and materials to ISS as they will not be allowed to go to their locker while in ISS. Students in ISS will not be allowed to participate in any school activities until the total days of ISS have been served. These school activities include, but are not limited to, field trips, assemblies, contests, athletic events, dances, plays, etc.

Any student not following the rules of ISS may be assigned out-of-school suspension (OSS). Students may be removed from ISS for not working, sleeping, talking, or any other

disruptive behavior as determined by school personnel. Once returning from OSS, the student is required to finish the ISS time.

OUT-OF-SCHOOL SUSPENSION

Students will be removed from the regular school setting or ISS when deemed appropriate. They will not be allowed to attend classes, be on school grounds without administrative approval, attend extra-curricular or co-curricular activities taking place at non-school locations and/or participate in any school functions while under suspension. Students will be allowed to complete, for credit, work assigned while under suspension. In order for students placed on short term OSS (10 school days or fewer) to receive their assignments, they must attend Thursday Night School as assigned by an administrator. Completed work must be returned to the Night School instructor. Any work not completed, will be given to the student to take home and must be completed and turned in on the date the student returns to school. Students who do not make adequate progress on work while attending Night School or who do not attend Night School will forfeit their opportunity to receive credit for the work assigned during their suspension. Arrangements for students placed on long term OSS will be determined on an individual basis.

LONG TERM SUSPENSION/EXPULSION

During a long term suspension or expulsion, the student is excluded from school and all related activities. The Superintendent may suspend a student up to 180 school days. Only the Board of Education may expel a student from school and it may do so only after a hearing or charge against the student has been filed.

CONFIDENTIALITY

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

NEED TO KNOW

Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

REPORTING TO LAW ENFORCEMENT OFFICIALS

Any felony, or any act which if committed by an adult would be a felony listed in Board of Education Policy JGF, that is committed on school property, on any school bus, or at any school activity must be reported by the appropriate school administrator and to the appropriate law enforcement agency as soon as possible.

STUDENT RESPONSIBILITIES

Students have the responsibility to respect and honor the rights of all persons involved in the educational community, to exercise the highest degree of self-discipline in observing and adhering to state and local laws, to the Student Handbook, and to district and school policies and procedures. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it is emphasized that the lack of responsibility creates infringement on the rights of others.

STUDENT RIGHTS

Correspondingly, it is impossible to list all the rights of students. Therefore, the following rights shall not be construed to deny or limit others retained by students at their school in their capacity as students.

1. Students have the right to a meaningful educational opportunity and the maintenance of a quality curriculum.
2. Students have the right to expect that the school will be a safe place to gain an education.
3. Students have the right, at reasonable times, to consult with teachers, counselors, administrators, and anyone else on the staff.
4. Students have the right to the election of their peers in student government.
5. Students have the right to submit ideas in the development of policies.
6. Students have the right to submit grievances to school authorities and the right to receive authoritative replies from school authorities.
7. Students have the right not to be penalized for beliefs they hold provided they do not violate the rights of others.
8. Students have the right to participate in school activities without unlawful discrimination provided they meet all standards of eligibility as declared by the MSHAA, R-1 Schools, and their organizations.

NATURE OF OFFENSE 7TH VIOLATION	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION	4TH VIOLATION	5TH VIOLATION	6TH VIOLATION	
1. Tardies per quarter 2 days OSS	Warning	Detention	Night school	1 day of ISS	3 days of ISS	5 days ISS	
2. a. Inappropriate display of affection 5 days OSS b. Closed Campus violation c. Dress code d. Food and Beverage violation	Detention	Detention	Night school	1 day ISS	3 days ISS	5 days ISS	3-
3. Disruptive classroom speech or conduct 10 days OSS	Detention	1 night school	1 day ISS	3 days ISS	5 days ISS	10 days ISS	3-
4. Failure to attend detention 11-180 days OSS	Night school	2 night schools	3 night schools	3 days OSS	5 days OSS	10 days OSS	
5. Failure to attend night 11-180 days OSS school	1 day ISS	3 days ISS	5 days ISS	3 days OSS	5 days OSS	10 days OSS	
6. Homeroom violations	2 weeks	ISS homeroom	5 weeks ISS	Recommend long-term ISS homeroom			
7. Truancy - one block Expulsion	Detention	1 night school	2 night schools	5 days ISS	6-10 days ISS	11-180 days ISS	

	multiple blocks	1 day ISS	3 days ISS	5 days ISS	10 days ISS	3 days OSS	Recommend long term suspension
8. Auto misuse/non-registration		Detention	Night school	Suspended driving /parking for 4 weeks		Long term driving and parking suspension	
9. a. Defiance of authority							
b. Fighting							
c. Tobacco possession/use							
d. Forgery/lying/cheating		1-3 days ISS	3-5 days ISS	3-10 days OSS			Recommend long-term suspension
e. Plagiarism							
f. Disruptive school speech or conduct							
g. Threatening/harassment							
h. Gambling							
i. Computer violations							
j. Use of cell phone or electronic device							
10. a. Theft							
b. Vandalism		3 days ISS	11-180 days OSS				Recommend long term suspension
11. Sexual harassment - verbal		1-5 days ISS	6-10 days ISS	1-10 days OSS			Recommend long term suspension
Physical		1-10 days ISS	11-180 days OSS				Recommend long term suspension
12. a. False alarms							
b. Threat of weapon		5 days OSS					Recommend long-term suspension
c. Disrespectful conduct or speech on school personnel							
d. Explosive devices							
13. a. Assault		5 days OSS		11-180 days OSS			Recommend long-term suspension

- b Weapon possession(not firearms)
14. a. Assault on school personnel
 b. Extortion 10 days OSS Recommend long-term suspension
 c. Use of Weapons (not firearms)
 d. Firearm threat
15. Arson 11-180 days OSS Recommend long-term suspension
16. Sale/distribution of drugs/
 alcohol; alcohol/drug use/
 possession/ under the
 influence 1-180 days OSS Recommend long-term suspension
17. Firearm possession 1-year expulsion
18. Bus misconduct Detention 3 days off of bus 5 days off of bus Recommend
 long-term suspension off of bus
19. Flexibility clause All disciplinary actions may be increased or decreased in direct relationship to the severity of frequency of the offense.

FRIENDLY REMINDERS

- When you are absent, your parents/guardians should call or write a note so you can get an admit to class. Without the note or phone call, you will be considered 'truant until cleared' and you will not receive credit for your work. Discipline will also be administered according to the discipline policy concerning truancy.

- If you need to leave school early, you need a note or phone call from your parents/guardians before you can leave. Present the note to the office and receive a pass to leave the building. Show this to your teacher, go to the office, sign out, and leave.
- CJHS retains the right to inspect lockers and desks for any reason at any time without notice, consent, or search warrant, as they are the property of CJHS.
- Even if you are 18 years old, your parents/guardians are still responsible for your notes.