

2010-2011 Primary 2-3 Staff

Second Grade Teachers

Abby Ausborn
Beth Crossman
Michelle Duley
Janet Johnson
Cindy Kirby
Karen Lee
Mandy Lybeck
Dayna Miller
Lana Royster
Alicia Shorter

Third Grade Teachers

Shannan Anderson
Bunny Collins
Jill Couch
Shanna Cramer
Susan Jeffries
Sara Reineke
James Sigler
Pam VanHoutan
Chris Ware
Stephanie Weaver

Cheryl Marsh, Counselor
Lauri Mead, Librarian
Ronda Denton, Art
Greg Thompson, PE
Kristin Riley, Enrichment
Kathi Cassady, Music
Denise Esser, Positive Behavior Support
Brenda Hicks, Grade 2 Special Education Resource
Amy Barnum, Grade 3 Special Education Resource
Kelly Kerschen, Speech Pathologist
Jennifer Shaner, Title 1 Reading
Becky Kerr, Title 1 Math
Marlene Payne, Secretary
Daniel Thompson, Day Custodian
Sandy Burke and Janet Townsend, Evening Custodians
Carolyn Porter, Principal

Educational Goals

District Mission Statement

The mission of the Carl Junction R-1 School District, in partnership with the community, is to provide each student a positive learning environment that promotes quality and excellence. Our mission also assures each student opportunities to become a literate, skilled, creative, confident, and healthy individual prepared for life, work, citizenship, and change in an ever-expanding society.

Our goals correspond 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

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

Students will be provided systematic and sequential instruction in nutritional, health, and safety concepts as applied to human development and well-being.

Social Development

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

Students will be provided information and appropriate activities to develop skills necessary for economic self-sufficiency.

Welcome to the Carl Junction Primary 2-3 School!

We are extremely proud of our school, and we are looking forward to an excellent year. We firmly believe that children benefit when parents and teachers work together, and we extend a warm welcome to you and your child(ren) as you join us at the Primary 2-3 School.

This handbook is provided as a resource to families. Please take time to look through it and use it as a reference throughout the school year. If you have questions or concerns, please feel free to contact us.

P. T. O.

The CJ K-3 Parent Teacher Organization invites parents of all primary K-3 students to support their activities. The PTO will keep you informed about their monthly projects during the 09-10 school year. The PTO president is Chevelle Gilmore (Gilmorechevelle@wmconnect.com).

Classroom Parties

Holiday parties are provided for our students by room parents at Halloween, Christmas, and Valentine's Day. During the grade-level Open House/Orientation early in the school year, parents are invited to sign up to serve as room parents. Teachers will be glad to add your name to the room parent list at any time during the school year.

If parents' religious beliefs prevent children from participating in holiday parties, students may leave the classroom and be supervised in the library. Please let your child's teacher know if your child should not be included in the party.

Deliveries to Students

None of the Carl Junction Schools will accept the delivery of candy, flowers, balloons, stuffed animals, gifts, or other related items to any student. This policy includes all students in all the Carl Junction Schools.

Arrival-Dismissal-Daily Schedule

Students who walk to school or are transported by parents should arrive between 7:55 and 8:05. With early morning staff meetings, phone calls, conferences, etc., supervision is usually not available for children arriving before 7:55.

Unless notified by parents to do otherwise, teachers will routinely put students on their assigned buses. If parents want to pick up their child from school or if they wish their child to be transported to a different location, a note should be sent to the teacher. Since primary age children sometimes get details confused, we must rely on parents to keep us informed of changes in routine.

If you need to pick up your child during school hours, please use the main front door on the east side of the Primary 2-3 School. The office is located just inside the front door, and we will be happy to call your student from his/her classroom by intercom. Please use the same main entrance door for picking up students who become ill while at school

If you regularly pick up your student at dismissal time, you will use the main back door on the west side of our building. As a safety precaution, students are supervised at the back door during the afternoon dismissal time. Both second and third grade students will wait at the main back door. Back door supervisors will dismiss individual students as their vehicle pulls into the pick-up location. You can help the process along by posting your child's name in a clearly visible spot of your car's windshield or window. If you wish to avoid the long, slow-moving line of traffic, you are welcome to park your car in the west Intermediate School parking lot and walk into the 2-3 building to personally pick up your child.

“Walkers” are dismissed from the building at approximately 3:35, after the buses have pulled away..

Following is our arrival and dismissal schedule:

- 7:55 Students enter classrooms
- 8:05 Official starting time
- 3:20 Bus students and back door pick-up students dismissed
- 3:30 Buses depart
- 3:35 Walkers dismissed

Attendance

Good attendance is an excellent habit for children to establish as soon as they enter school. Because most subjects are taught in sequence, every single school day is important. Absenteeism creates a genuine hardship for even the best students. When students must be absent for more than a day or two, parents are encouraged to pick up their child's schoolwork so that assignments can be completed.

When a child is absent from school, parents are asked to call and inform the school of the reason for the absence.

More than five absences in one quarter will be considered excessive, and the school may choose to notify the Jasper County Juvenile Office when students miss more than five days in one quarter.

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, and security drills are scheduled throughout the year. The fire alarm is one long, continuous buzz. The tornado alarm is a series of three short blasts from the air horn. The security drill is announced over the building intercom. The signal for an earthquake is a succession of long and short blasts. We have a plan of action for each situation, and teachers instruct their students as to proper procedure before a practice is held.

Breakfast, Lunch, and Milk

The prices for school breakfast, lunch, and snack milk for full-time elementary students are as follows (as this document is prepared):

Breakfast - \$ 1.00	Lunch (K-6) - \$1.70
*Reduced Breakfast - \$.30	*Reduced Lunch - \$.40
Adult Breakfast - \$1.50	Adult Lunch - \$2.50
*Snack Milk - \$.25	

Students have individual accounts, and deductions are made whenever a breakfast or lunch is eaten. The deductions for snack milk are done on Monday for the previous week's milk charges. Money should be sent to school in an envelope with the child's name and teacher's name noted on it. All money received goes into one account for each child.

If students prefer, they may bring their lunch from home. Lunches brought from home should be ready to eat.

*Prices subject to change. Prices are current as this document is written.

Cancellation of School

If school is cancelled because of weather conditions, local area radio and television stations will broadcast the announcement. If possible, families will also be notified by the school's automated phone calling system.

Curricular Concerns

The Primary School Staff is always looking for new ideas to make our school a better place. If you have input regarding curriculum, an innovative program or approach, or concerns or questions, we would appreciate hearing from you.

Admission Requirements

Missouri law now requires that all new students must have appropriate immunization records at the time of enrollment. Without proper records, students may not officially enroll and may not attend class.

Change of Vital Info

It is very important, for emergency and administrative purposes, that every student maintains a current address, telephone number, and emergency contact at the school office. Please notify us immediately if you have a change of address, phone, parents' employment, etc. during the school year.

Dress Code

At the primary level, there is no specific dress code for students. Naturally, we expect our students to be well groomed and wear reasonable clothing that is appropriate and in good taste. We discourage the wearing of anything that is so distracting that it has a negative effect on students' concentration and learning in the classroom.

Heads Up

The war against head lice is an on-going battle here at school. We periodically check entire classes or grade levels. If a child is found to have head lice, s/he is sent home to be treated.

Safety Statement

This statement is an update 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. At the present time, the asbestos poses no danger to students, employees, or the public.

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.

Required Position Statements

The School District of Carl Junction does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

The use of illicit drugs and the unlawful use and possession of alcohol is wrong and harmful.

Visitors

Parents are invited to visit their child's classroom at any time during the year. Please know that you are very welcome at any time. In fact, we encourage you to visit. However, because of the added distraction, this invitation is not open to preschoolers or out-of-district school age visitors.

Many of our primary students enjoy having a special guest join them occasionally for lunch in the school cafeteria. You're welcome to come any day for lunch. Adult lunches cost \$2.50.

Goodies and Treats

Most of our students enjoy a snack with their milk break. Some of our teachers prefer to schedule snack days, and students take turns providing a snack for the entire class. In some of the classrooms, students bring a single personal snack for themselves.

We must insist that all shared goodies be "store bought." As a health precaution, we have had to eliminate homemade snacks when they will be distributed to every child in the class.

Students are welcome to provide a special birthday treat – cookies, cupcakes, etc. – for their class to enjoy with their milk break. However, these treats must also be "store bought."

Party Invitations

If party invitations are distributed at school by students, we must insist that all children in the group – either all the boys, or all the girls, or the entire class – be included. If you prefer to invite fewer students, please send those invitations by mail.

Ordinarily, we do not release addresses or telephone numbers from our students' files; however, if we can help provide information for party invitations, we will gladly assist you.

Promotion and Retention

For certain students, repeating a primary grade may be beneficial to their long-term school success. Many factors are considered when contemplating a child's retention – general level of maturity, individual ability, daily work, physical size, etc. Teachers will keep parents informed of their student's progress through daily work, parent-teacher conferences, quarterly report cards, and personal contacts.

If retention is considered, parental support is very important. By communicating regularly with parents, we strive to make such an important decision cooperatively.

Parents may assume their child will be promoted unless the alternative of retention has been discussed with them.

Enrichment – Gifted Program

We attempt to provide a great deal of enrichment – special units, projects, assemblies, and a broad curriculum – for all our primary students. A limited number of our students are eligible to receive even more service, and for those boys and girls we offer an additional enrichment program.

At the primary level, one of our staff's important responsibilities is to formally identify the students who are eligible for the enrichment program. There are specific guidelines we must follow, and there are exact criteria that students must meet in order to be considered for the program. We begin tracking the kids' progress in kindergarten. As the students continue through first grade, we begin to formally identify those who may be eligible to attend the pull-out enrichment classes. This process includes a variety of assessments of the child's performance – teacher observations/recommendations, standardized achievement test scores, and an individual intelligence test score. The standards are VERY high. It is very important that we do a thorough job and not overlook a child who could benefit from this extra service.

We have dozens of advanced learners – students who will go on to seek advanced degrees, accomplish remarkable things, and be highly successful citizens. Even so, only a small percentage of the advanced learners meet the standards to be considered gifted.

Newsletter

A newsletter containing items of interest and a monthly menu will be sent home with each student at the close of each calendar month. It may be accessed on line, as well.

Parent-Teacher Conferences

School-wide parent-teacher conferences are scheduled at the end of the first quarter. These conferences are very valuable to our educational program.

It is not necessary to wait for the scheduled conference time if a parent or teacher has a special concern. Parent conferences are encouraged and can be arranged at any time. In fact, we are delighted when parents stay in touch with their child's teacher.

School Pictures and Yearbooks

Our students have school pictures taken twice during the year, once in the fall and once in the early spring. Professional school photographers take pictures of all the students.

The fall picture is a standard head and shoulders photo. Approximately two weeks after picture day, parents will receive the proof package that includes one or two small sample photos with order information. Picture retakes are available for students who were absent or received a poor quality photo on the picture day. The individual fall pictures are featured in our elementary yearbook.

In March or April the photographers return to school for another photo session. These pictures are similar to a studio photo, with special background and props. Proofs and orders are handled in the same way as fall pictures. However, there are no retakes available for spring pictures.

Along with the individual spring pictures, the photographer will take a group picture of each class with their teacher. Group pictures will be available for sale, on a prepay basis, if you wish to purchase one.

At the very end of the school year, we will receive the elementary school yearbook. If you wish to receive a yearbook, you must purchase it mid-year when the order forms are sent home. We usually order only the number of books sold so we don't have a supply of extras for late requests.

Cell Phones at the Primary 2-3 School

If second or third grade students carry a cell phone to school, it must be turned off while on the bus and at school. Further, it must remain in a secure location during school hours and while traveling on the school bus.

For Your Information

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher 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 is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

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

Statewide Assessments

The Carl Junction R-1 School District implements the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

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 for three (3) full school years in a school in which English is the primary language.

The district may 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.

Standard Complaint Resolution Procedure

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, 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 the Department of Elementary and Secondary Education and, from there, to the United State Secretary of Education.

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A. funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Student Records

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official

will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are the Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

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

Medication at School

Prescription Medication

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency, how medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short term medication. When possible, descriptions of adverse effects and any applicable emergency instructions will be provided.

The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school and with instructions for any special need for storage. Medication supplies should not exceed a 30-day supply.

Parents/guardians may retrieve the medication from the school at any time.

When possible, all unused, discontinued or outdated medication shall be returned to the parent/guardian and the return appropriately documented. With parent consent, medications may be destroyed by the school nurse, witnessed by another individual, and documented appropriately. All medications should be returned/destroyed at the end of the school year.

Over-the-Counter Medication

A written standing order or written protocol for the administration of over-the-counter medications in schools may be secured from a physician for an individual student or for a group of students.

Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

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REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Name of Student _____ Birth Date _____

Grade/Teacher _____ Name of Medication _____

Dose _____ Time to be Given _____ Restrictions? _____

I give my permission for my child to receive the above medication at school as directed.

Parent/Guardian Signature _____

Date _____ Telephone _____

Notice of Nondiscrimination

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 organizations holding collective bargaining 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 Dr. Phillip Cook, Superintendent, Carl Junction R-1 School District, 206 South Roney, Carl Junction, Missouri, 64834, (417) 649-7026. Dr. 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.

Student Discipline

Carl Junction Primary 2-3 School

Our school must be a positive place for learning. It is expected that our students will be responsible, respectful, and safe. Positive Behavior Support is an integral part of the

Primary 2-3 School. It provides a positive, proactive school-wide organizational framework for discipline. The following matrix lists positive expectations for students in a variety of school settings:

Bulldog Code of Conduct	All Settings	Classroom	Restroom	Playground	Cafeteria	Hallway	Assemblies & Field Trips	Bus
I am Responsible	Be honest Give your best effort Use self-control	Be on task Be prepared Complete your work	Flush toilets Wash hands Put trash in trash cans	Follow equipment rules Wait your turn Freeze when the whistle blows	Clean your area Keep your cafeteria neat Talk quietly	Walk Go straight to your destination	Sit appropriately Watch and learn Be courteous to the speaker	Know your driver and number Watch for your stop Take all your things with you
I am Respectful	Be a good listener Be kind	Obey the teacher Raise your hand before speaking	Give people privacy Wait your turn Use quiet voices	Obey all adults Use appropriate school language Play fair	Obey adults Use polite table manners Raise hand for help	Walk appropriately and silently Stop, look and listen to adults Quiet at the lockers	Respect property Be polite and listen Use appropriate applause	Obey the adult(s) Be polite to everyone Use quiet voices and appropriate school language
I am Safe	Hands and feet to self Keep body controlled	Use supplies correctly Hands and feet to self Stay in your area	Walk to and from restroom Keep water off of the floor Hands and feet to self	Stay in play areas only Walk to/from your class quietly Hands and feet to self	Walk Remain seated Hands and feet to self	Hands and feet to self Keep moving Stay to the right	Stay with your class Follow instructions Hands and feet to self	Sit appropriately in your assigned seat Stay seated Hands and feet to self

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others, as well as provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. It is the purpose of this code to list certain offenses that will result in the imposition of a disciplinary action. Any conduct not included, any aggravated circumstance of any offense, or any combination of offenses may result in disciplinary consequences that extend beyond this Code of Conduct, as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or his designee to be unfair, inappropriate,

or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation, or at a school activity, whether on or off school property.

It is the policy of the Carl Junction R-1 School District to report all crimes occurring on school grounds to law enforcement, including, but no limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if the student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Although rarely used, corporal punishment, as a measure of correction or of maintaining discipline and order, is permitted. It is used when other alternative means of discipline have failed. If possible and appropriate, parents are consulted and informed prior to corporal punishment being administered.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. "Serious violation of the district's discipline policy" is defined as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) days.

Students 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, principals, and teachers for the advantageous operation of the school.

Prohibited Conduct

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

1. **Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

Range of Consequences: Principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. **Assault** – Hitting, striking and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; killing or attempting to kill or cause serious physical injury to another.

Range of Consequences: Positive Behavior Support, Principal/student conference, parent conference, corporal punishment, in-school suspension, 1-180 days out of school suspension, expulsion, notification to law enforcement officials, and/or documentation in student's discipline record.

3. **Bullying** (See Board Policy JFCF) – Intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

Range of Consequences: Positive Behavior Support, Principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension, expulsion.

4. **Bus or Transportation Misconduct** (See Board Policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at school. In addition, transportation privileges may be suspended or revoked.

Range of Consequences: Conference with student, notification of parents, corporal punishment, removal from bus.

5. **Dishonesty** – Any act of lying, whether verbal or written, including forgery.

Range of Consequences: Nullification of forged document, Positive Behavior Support, principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension, expulsion.

6. **Disrespectful or Disruptive Conduct or Speech** (See Board Policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or

symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Range of Consequences: Positive Behavior Support, principal/student conference, parent conference, in-school suspension, corporal punishment, 1-180 days out of school suspension, expulsion.

7. Drugs/Alcohol (See Board Policies JFCH and JHCD) –

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 or the Controlled Substances Act.
- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

Range of Consequences: Parent conference, 1-180 days out of school suspension, expulsion.

8. Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

Range of Consequences: Positive Behavior Support, principal/student conference, parent conference, corporal punishment, in-school suspension, 1-180 days out of school suspension, expulsion.

9. 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, disrupting or causing the evacuation or closure of school property.

Range of Consequences: Restitution, Principal/student conference, in-school suspension, 1-180 days out of school suspension, expulsion.

10. Fighting (See also, Assault) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Range of Consequences: Positive Behavior Support, principal/student conference, parent conference, in-school suspension, corporal punishment, 1-180 days out of school suspension, expulsion.

11. Hazing (See Board Policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student of put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

Range of Consequences: Principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension.

12. Sexual Harassment – (See Board Policy AC and Regulation AC-R)

- a. Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

Range of Consequences: Principal/student conference, parent conference, in-school suspension, corporal punishment, 1-180 days out of school suspension, expulsion.

13. Technology Misconduct (See Board Policy EHB and Regulation EHB-R) – Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to

introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

Range of Consequences: Principal/student conference, loss or suspension of user privileges, in-school suspension, 1-180 days out-of-school suspension, possible notification of law enforcement, documentation in student’s discipline record.

14. Theft – Theft, attempted theft, or willful possession of stolen property.

Range of Consequences: Return of or restitution for property, principal/student conference, parent conference, in-school suspension, corporal punishment, 1-180 days out of school suspension.

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

Range of Consequences: Positive Behavior Support, principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension, expulsion.

16. Tobacco – Possession of any tobacco products or use of any tobacco products on school grounds, bus, or at any school activity.

Range of Consequences: Confiscation of tobacco product, principal/student conference, parent conference, in-school suspension, 1-10 days out of school suspension.

17. Truancy (See Board Policy JEDA) – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

Range of Consequences: Notification of parents and/or parent conference, notification and/or involvement of proper authorities.

18. Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Range of Consequences: Principal/student conference, parent conference, in-school suspension, 1-180 days out-of-school suspension, expulsion.

19. Vandalism (See Board Policy ECA) – Willful damage or attempt to cause damage to real or personal property belonging to the school, staff, or students.

Range of Consequences: Restitution, principal/student conference, parent conference, in-school suspension, corporal punishment, expulsion.

20. Weapons (See Board Policy JFCJ) – Possession or use of any instrument or device, other than those defined in 18 USC 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. Possession or use of a firearm as defined in 18 USC 921 or any instrument or device defined in 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 USC 930.

Range of Consequences: Principal/student conference, parent conference, in-school suspension, 1-180 days out of school suspension, expulsion, one (1) calendar year suspension or expulsion.