

**CARL JUNCTION R-1 SCHOOL DISTRICT  
INTERMEDIATE SCHOOL**

**Dr. Gretchen DeMasters, Principal**

**Mr. Grant McDonald, Assistant Principal**

**Mr. Aaron Snow, Assistant Principal**

**Jana Merwin, Secretary**

**Ashley Buck, Secretary**

**401 West Well**

**Carl Junction, MO 64834**

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## **WELCOME!!!!**

The faculty and staff would like to welcome you and your student to our school.

This handbook has been prepared for parents and students at Carl Junction Intermediate School. Its purpose is to provide you with information about the operation of our school. We hope that you will keep this booklet handy as a reference to assist you in answering some of the questions concerning the school life of your child. However, this handbook is very basic and does not include everything, so if you have questions, please call.

As the school year progresses, if we can be of help to you in any way, please don't hesitate to call 649-7011 between 8:00 a.m. and 4:00 p.m. and make an appointment to meet with teachers or principals. By working cooperatively, we can progress more effectively toward our common goal: to provide the best possible education for our children.

### **CARL JUNCTION INTERMEDIATE STAFF – 2025-2026**

#### Fourth Grade Teachers

|                  |                |
|------------------|----------------|
| Karen Boyer      | Courtney Reddy |
| Lindsey Mitchell | Audrey Ritter  |
| Tyler Watson     | Zach Goebel    |
| Stacey Massey    | Meagan Ross    |
| Lisa Hall        | Amber Ponder   |
| Taya McCoy       |                |

#### Fifth Grade Teachers

|                    |              |
|--------------------|--------------|
| Megan August       | Morgan Smith |
| Angela Abbott      | Sophia Duke  |
| Christina Taylor   | Ela Winder   |
| Whittney Armstrong | Chelsea Ware |
| Cecilia Westfall   | Gavin Clouse |

#### Sixth Grade Teachers

|                |                  |
|----------------|------------------|
| Ashley Norvell | Shelby Everitt   |
| Kasey Ehlers   | Gina Pendrak     |
| Carolynn Lowry | Natalie Fletcher |
| Madeline Welch | Heather Howard   |
| Adyson Lyon    | Diane Simonds    |

|                                 |                                                  |
|---------------------------------|--------------------------------------------------|
| Computer Lab                    | Kari Buffer/Patrick Bromley                      |
| Psychometrist                   | Camilla Wilson                                   |
| Counselor A-K                   | Caitlin Plumb                                    |
| Counselor L-Z                   | Rose Dominguez                                   |
| Art                             | Annette Goode & Carrie Rogers                    |
| Music                           | Lauren Hickerson & Fayne Spear                   |
| Physical Education              | Kristin Perry & Alex Baker                       |
| Adaptive PE                     | Ryan Odaffer                                     |
| Librarian                       | Stephanie Moore                                  |
|                                 |                                                  |
| Speech Pathologist & Therapists | Cean Gardner                                     |
| English Second Language         | Robyn Acker                                      |
| Dimensions                      | Kristen Riley-4 <sup>th</sup> & 5 <sup>th</sup>  |
|                                 | Rachel Hensley- 6 <sup>th</sup>                  |
| Band                            | Trey Wadell                                      |
|                                 | Trevor Turner                                    |
|                                 | Chase Neely                                      |
|                                 | Samantha Widmar                                  |
| Title I                         | Amanda Reed (Math)                               |
|                                 | Heather Lee (Math),                              |
|                                 | Megan Parks (Reading), Christine Lange (Reading) |
| Special Education Teachers      | Morgan Stiles,                                   |
|                                 | Vanessa Lewis,                                   |
|                                 | Peyton Grimes,                                   |
|                                 | Whitney Skiles                                   |

Sophia Hensley

Sarah Massey

Tonya Nease

Haley Clark

Cami Wilson

Renee Carpenter

Paige Beck

PBIS

Special Educational Coordinator

Special Educational Secretary

Nurse

Paraprofessionals:

Jill Wilkins

Julie McLean

Robyn Dumm

Keineth Walter

Shayla Leatherman

Mandy Atwell

Michelle Busse

Michele Fabian-Graham

Portia Miller

Avery Schreiner

Cafeteria Staff:

Star Hailey, Tessa Neal, Kylee Sparlin, Julie Edens, Catherine Nauta

## **MISSION STATEMENT**

Carl Junction Intermediate School's mission is to develop young men and women with active and creative minds while demonstrating understanding and compassion for others. (Written by the 2018-2019 Student Vision Committee)

## **OVERVIEW OF CONTENTS**

Public Schools' chief purpose is to provide educational opportunities for youth of school age. It is the duty of these youth to conduct themselves properly. Regular attendance and diligent study habits are necessary to attain the full benefits of education. Students enrolled at CJHS are expected to observe the rules of proper conduct, as determined by the Board of Education, to maintain an appropriate learning environment. These rules may be communicated through policy, minutes of the Board of Education, the student handbook, and periodic announcements to students.

This handbook seeks to provide a clear statement of the expectations the Carl Junction R-1 School District has for its students, and the consequences that will follow when deviations from these expectations occur. It is intended to insure a safe and orderly environment for learning, and to prevent actions which might interfere with the school's educational mission. The great majority

of Carl Junction Intermediate School students demonstrate good behavior while participating in the educational program. However, a guide is useful in providing pertinent information for students, parents, staff, and other individuals involved with, or interested in, student behavior at CJ Intermediate School.

Specifically, this guide will (1) clarify student behavioral responsibilities, (2) identify student rights, (3) identify illegal and unacceptable behaviors, (4) outline procedures for disciplinary decisions, and (5) establish procedures to appeal decisions. The causes and remedies for discipline problems need to be understood by all persons affected in order to maintain an appropriate learning environment.

This handbook also provides general information that is pertinent for the overall successful operation of the school, and the safety of all students and school personnel.

**SCHOOL HOURS**

- 7:35 am.....Teachers arrive
- 7:40 am.....Students enter building
- 8:05 am.....Classes begin
- 3:16 pm.....Bus Bell
- 3:30 pm.....Walkers are dismissed
- 3:30 pm.....Teachers leave
- \*2:10 pm dismissal on Fridays!**

Children should arrive at school **no earlier** than 7:40 a.m. Students will not be allowed into the building until that time. Upon entering the building, they should go directly to their classroom gym, except those eating breakfast, who will go directly to the Commons. Parents who drive students to school should drop them off and pick them up in the Intermediate parking lot. Parents must get in line to drop their child off or pick them up before and after school. You may also park in the parking lot and walk them up to the sidewalk. If you have an appointment after school, please come in and sign your child out no later than 3:00 pm.

Children should not be tardy. Children who are tardy (after 8:05 a.m. bell) are to come to the office to give a reason for the tardiness. The tardy student will not be allowed to attend class until a tardy slip is presented to the teacher.

A note from home would be helpful. Should tardiness persist and be habitual, parents will be contacted either by the teacher or by the principals.

**School hours are from 7:40 AM to 3:30 PM. With the exception of after school activities, supervision will not be provided for students outside of school hours. Students attending after school activities must be picked up at 4:30 (5:30 for after school detention). Supervision of students past the designated ending time will not be provided. Please do not drop off or leave children at the school during unsupervised periods. The district will not be responsible for supervising students outside the stated time.**

## **ATTENDANCE**

In order to receive maximum benefit from the educational opportunities offered at Carl Junction Intermediate 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. Students should maintain at least 90% attendance. Exceptions will be granted for extenuating circumstances only. Extenuating circumstances are to be determined by administration.

Carl Junction Intermediate School does not attempt to distinguish between excused or unexcused absences.. Absences resulting from Health Department-issued Quarantine or Isolation orders WILL NOT BE counted toward absences. 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 DO NOT excuse the absence. If you feel your child has an extenuating circumstance, please notify the Dr. DeMasters.

**\*WHEN YOUR CHILD HAS BEEN ABSENT, PLEASE SEND A NOTE.** When a child is absent, our SchoolMessenger program will place a call to the parents that evening. After a child has missed 5 days or more, the school will notify parents through a letter. The Jasper County Juvenile Office may be contacted if absences fall below 90%. **Students will be given one day for each day absent to make up any absent work.**

## **PERMISSION NOTES**

Occasionally, boys and girls will wish to go home with a friend after school. It is our policy that we allow children to leave school with another child **only when a written note** has been provided by the parent/guardian giving permission. Please keep us informed when there is a change from the regular routine. Students **will not** be allowed to call home for a note once they have arrived at school. **Students will not be allowed to ride a bus home with another student.**

## **LUNCH SCHEDULE**

4<sup>TH</sup> GRADE – 10:50-11:15

5<sup>TH</sup> GRADE – 12:15 – 12:40 12:45 – 1:10

6<sup>TH</sup> GRADE – 11:20 – 11:40 11:45 – 12:05

## **BREAKFAST, LUNCH AND MILK PRICES**

The payment of lunch and milk money for the Intermediate School will be handled through a debit account. If a student's balance reaches a negative \$5.00, the student will not be able to charge anymore until the balance is paid in full. Once the negative \$5.00 limit has been reached, the student has the option of (1) bringing a lunch from home or (2) paying the amount due.

Parents may send cash or check to school with their student, or make an online payment in the School Cafe Family Hub <https://family.schoolcafe.com/CJS>

Parents and students can also see menus, set restrictions/reminders/automatic payments, or apply for free or reduced meals. The money will be credited to your debit account and each lunch the child eats will be automatically deducted. The following list may help determine the preferred method of payment. **Milk is \$0..65. Breakfast is \$2.15, and lunch is \$3.45. Reduced breakfast is \$.30, and reduced lunch is \$.40.**

- Parents are encouraged to complete the National School Lunch Program application for free and reduced breakfast and lunch.

- When the balance drops below \$5.00, parents will receive an automated phone message and email on Monday through Thursday evenings until the balance is increased to at least \$5.00.
- When students' account balances are below negative \$3.00, school personnel will attempt to contact parents by phone.
- When students' account balances are below negative \$5.00, no school food services will be provided. Cheese sandwiches will not be served.
- Many students at the Intermediate like to get extra milks with their meals. Extra milks are not part of the regular tray cost. If any student wants to get extra milks, they need to have money in their account in order to do so.
- If a teacher or a parent wants to provide a pizza party for their class, it cannot be served during the lunch service. It must be a smart snack compliant pizza. This can be ordered through the food service director. Food service can get a cheaper rate with Papa John's. The teacher or parent just needs to reimburse food service for the cost of the pizza.
- If the teacher or parent wants to have the pizza party during the lunch service, kitchen staff will have to serve 1 slice per student on a reimbursable tray. The student will have to pay for the tray like a normal lunch (unless they are free). In the new nutrition software, it will no longer be possible to charge a student tray to an adult account. Extra pizzas can be ordered to consume in the classroom, but the teacher or parent will be responsible for the cost of the extra pizzas.
- Process:
  - Contact the food service director with a day, time, and count for the pizza party.
  - Food service director will order pizza and communicate price to teacher.
  - Pizza will either be consumed during lunch (student responsible for cost) or outside of the lunch period (parent or teacher responsible for cost).
  - Parent or teacher will reimburse food service for the cost of the pizzas.

## **CAFETERIA BEHAVIOR**

Children coming to lunch will wait in an orderly manner in the cafeteria line. The noise level in the cafeteria will be kept to a minimum at all times. Quiet talking with immediate neighbors is permissible.

Children will not move food from one tray to another. This should help minimize the spread of germs, encourage the children to eat a variety of foods, and reduce confusion in the cafeteria.

Children are to leave the cafeteria tables and floor clean. Milk cartons, straws, and napkins must be put into the wastepaper baskets. Special care should be taken to put silverware quietly into the containers provided.

Lunchtime should be a pleasant experience for everyone. All behavior and conversation should reflect this attitude.

## **DRESS CODE**

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 out 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 (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: pajama 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 must be left in lockers (not allowed in classrooms or restrooms).
9. Chains are not permitted.
10. No tattoos will be permitted.
11. Contact lenses (wild eyes) that are distracting to the learning process; and
12. 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.

## **DELIVERIES**

It is a district-wide policy that **NO** flowers, balloon bouquets, candy, or deliveries from restaurants may be delivered to students at school. This includes Door Dash or any other services. Any deliveries will be returned to the business they came from.

## **CHANGE OF TRANSPORTATION PLANS**

Due to increased office traffic and high volumes of phone calls, especially in the late afternoon, **we request you to contact the office prior to 1:00 PM (Monday through Thursday; 12:00 on Friday)** if you need to make a change in your child's after school transportation. We understand emergencies do arise, but if at all possible, please let us know as soon as possible. This will help us ensure your child receives the information before school is dismissed.

**Students are not permitted to ride a bus home with a friend. Students may only ride their assigned bus.**

## **GRADES**

Report cards are issued four times a year. Our reports are Standards-Based with a 3-point scale (3 proficient, 2 approaching, 1 beginning).. If you are concerned about your child's grades, progress, or behavior, please contact the teacher as soon as possible so we can work together to help your child. Your child's scores are available through SIS. ***Teachers may contact parents of students with multiple missing assignments to stay after school from 3:30 PM-5:30 PM to get caught up. Students must have all missing work complete for before being allowed to retake an assessment for that content. This will have to be made up either in after school.***

## **LOST AND FOUND**

All clothing such as coats, hats, gloves, galoshes, etc., need to be marked with student's name. Numerous unclaimed coats, hats, gloves, etc., are left at the close of the year. Students should be reminded to check the "lost and found" box frequently. Any unclaimed articles of clothing or other equipment will be given to charity at the end of each quarter.

## **PARTIES**

There are three parties for the Intermediate School children during the course of the year. These are Fall Festival, Christmas, and Valentine's Day. Other parties or outings may be planned on a room or grade level basis. Children who do not attend school

parties for religious reasons should still attend school party days. Special provisions are made during the parties for such students.

### **HOMEMADE TREATS ARE NOT ALLOWED AT SCHOOL.**

## **SEVERE WEATHER AND SCHOOL CLOSINGS**

Whenever school is canceled due to weather conditions, the three television stations, several Joplin radio stations, and one radio station in Pittsburg will be notified. The "SchoolMessenger" telephone message system will also notify parents. Any children new to the district should be made aware of this procedure. Please be sure that each child has instructions from home about what to do if the parents are working and it is necessary to send the children home early.

On days when there is an unexpected school closure, an Alternative Methods of Instruction (AMI) plan may be implemented. AMI plans allow students to continue learning during school hours that are lost or canceled due to exceptional or emergency circumstances. Teachers will review expectations for AMI days with students early in the year and will revisit AMI assignments regularly throughout the year. All students will have access to AMI assignments, either electronically or on paper. The school district will notify students and parents on each day of closure whether the AMI plan is to be implemented for that day.

## **SPECIAL SERVICES**

### **Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

The Intermediate Building has an inclusive special education program, in which students participate in the regular classroom, with the assistance of a paraprofessional. Learning Resource rooms are also part of the Special Education Program.

Speech and language therapy is also available. If you are interested in obtaining more information about these programs, please call the Coordinator of Special Services at 649-7034.

## **STUDENT NAME CHANGES**

In order to keep our records accurate for future referrals for the State Department, Social Security and others, we need to keep records under the child's **LEGAL NAME**. For our purposes, this will be the name as seen on the birth certificate, which was required at the time of initial enrollment. For cumulative records, including test scores, health information, and grade cards, we will change the name only if a new birth certificate or court order for name change is presented.

We will accommodate families by using whatever name they prefer in the classroom. For example a child's legal name is John Smith and the parents want the child to go by John Doe, our records will show John Smith (Doe).

## **TELEPHONE USAGE**

Students should use the telephone only in unusual circumstances and only with a note from the teacher. Plans to visit a friend after school, for example, should be made before or after school. Personal electronic devices, if brought to school, must be turned off and in lockers. Students are not permitted to use their cell phones while at school to text or call. If a student violates this, the phone will be taken and returned at the end of the day for the 1st offense. If there are further offenses, the device will be held until the parent

picks it up. Exceptions to the electronic device policy include building emergencies, students who have an accommodation regarding cell phone in their IEP, 504 Plan, or health plan. Teachers may also permit students to utilize their cell phone for activities during instructional time.

## **LOCKERS**

The 4<sup>th</sup> and 5<sup>th</sup> graders will use lockers without locks on them to store their backpacks, books, and coats. Sixth grade lockers will have locks that are provided by the school. Please stress the importance of not bothering other student's lockers and belongings.

## **PLAYGROUND RULES (RULES WILL BE REVISED AS NEEDED)**

### **GENERAL**

1. Follow school rules in halls while going to and from recess.
2. Children will play in the area assigned to them by the teachers on duty.
3. Do not throw sand, sawdust, rocks or sticks.
4. No running or pushing on any of the playground equipment. No spitting.
5. No tackle football, fighting, or wrestling.
6. No skates, skateboards, knives, swords or bicycles allowed on playground.
7. No food or straws may be brought from the cafeteria to the playground.
8. No students are allowed to play behind the building.
9. Students should not bring personal play equipment unless the teacher has given special approval.

### **REMEMBER**

1. If a teacher sees an activity that may be dangerous, the teacher will stop the activity at once and it will not be repeated.
2. All children returning to the building after recess will brush themselves off before entering the building.
3. Each class will line up before returning to the building.

## **ELECTRONIC DEVICES**

Electronic devices that are used as learning tools, such as a Kindle, are allowed at school, but are only to be used at appropriate times. Electronic devices such as video games are only permitted when allowed by the classroom teacher during celebrations. The school is not responsible for lost, stolen, or damaged devices. Cell phones are to be turned off and kept in the student's locker while in school.

## **CJ INTERMEDIATE STUDENT USE OF SCHOOL PROVIDED ELECTRONIC DEVICE**

### **Classroom Use**

Students are responsible for following the classroom management plans set forth by each individual classroom teacher as stated in the classroom procedures. Additionally, students must adhere to all terms of the Carl Junction School District One-to-World Device User Agreement.

### **Class Attendance without Device**

- The Carl Junction R-1 School District will not provide “loaner” devices for students who are unprepared for class.
- A discipline referral for classroom disruption may be issued to a student for arriving to class without his/her device.

### **Care and Storage of Device**

- Students are responsible for beginning each school day with a fully-charged device.
- Students are responsible for their own charger. Students should not loan chargers to other students. If a charger is lost, the student is responsible for replacing the charger.
- Students are responsible for safe transportation, storage, and care of the device.
- Transport device in school-issued bag at all times.
- Avoid extreme temperatures, especially in automobiles.
- Do not eat and drink near device.
- Insert and disconnect accessory devices and power cords properly.
- Store device in a secured area.
- Students are not to share their passwords with other students.

### **Tampering of Devices**

- Students who damage, manipulate, or harm any district-owned device will receive disciplinary actions.

### **Inappropriate Classroom Use**

- Use of non-educational/instructional applications are strictly prohibited during the school day.
- Inappropriate material shared or passed through any electronic means will result in disciplinary actions.

### **Screensaver**

- Students may use only pre-loaded screensavers, backgrounds, and sounds.

### **Music, Games, or Programs**

- Students must maintain the integrity of software and issued devices. Students are responsible for device and software corruption.
- All software and applications must be district provided or district approved.
- Students are not allowed to play music, games, etc. during school hours.

- Music and non-academic material stored or used inappropriately will be deleted.
- Violent games, music, inappropriate materials, and images are strictly prohibited and violation may result in disciplinary action.
- Students are not permitted to search any type of images unless given permission from their teacher.

**In addition, students in the Intermediate building will not be permitted to search any type of images on their school issued device unless given permission by a teacher.**

## **STUDENT INFORMATION**

1. It is school policy that visiting children may not attend school. Parents or other adult patrons are welcome at any time. However, visits should be prearranged, if possible.
2. Knives, hard balls, toy guns, collectible cards, cell phones and electronic games are not allowed at school.
3. Children who must leave school for medical appointments or illness should check-out and check-in through the office.

**ALL PERSONS PICKING UP A STUDENT MUST COME TO THE OFFICE AND SIGN THE STUDENT OUT.**

4. Please see that all clothes (hats, coats, gloves, etc.) and lunch boxes are marked with your child's name.
5. Textbooks and Chrome Books are to be brought to class each day.
6. All money brought to school should be enclosed in an envelope with the child's and teacher's name on it.

**Separate checks need to be written for each student for lunch money.**

7. The school is not responsible for money or other items of value brought to school for personal reasons.
8. Students should not buy or trade things among themselves at school.
9. A written note from a doctor is required for students to be allowed to stay inside during recess or to abstain from physical activities.
10. Riding bicycles to and from school can be dangerous. Safety practiced by the students is required.

Bicycles are to be stored in the bicycle rack located near the playground. **No skateboards, skates or scooters are allowed.**

11. Parents who would like to pick up homework for their children should call the school in the morning.

Homework would be ready for pick-up **after 2:00 p.m.** in the office.

12. A note from parents is needed for a change in the normal scheduled way of going home after school for a student.

13. Parents, please check in at the office. If you are picking up your child, we will use the intercom to send for your child. All students picked up must be signed out in the office.

14. During the school year, all doors will be locked during the school day for the Intermediate Building. The doors at the main entrance are located at 5<sup>th</sup> and Well Street by the office. Security drills will be conducted through out the school year.
15. Backpacks and book bags will not be carried from class to class for security purposes, but must be hung in their lockers. Backpacks with rollers are not allowed because they will not fit in the lockers.
16. Shoes with rollers should not be worn at school

## LOST OR DAMAGED TEXTBOOKS

All students will be assigned a textbook for each class, and will be responsible for returning the book to the teacher or paying for it at the end of the school year. If lost or damaged, the student is responsible for the cost of replacing the textbook.

## VISITORS

All visitors are required to check in at the office before going to the classroom. If you come to eat lunch with your child, lunch must be only with your child, students are not allowed to bring a friend. **\_ALL VISITORS MUST SIGN IN AND GET A VISITOR'S BADGE FROM THE OFFICE. Visitors are not permitted to go to any classroom once students are in the building unless given authorization first from the office.**

## DRUG POLICY

"The usage of illicit drugs and the unlawful use and possession of alcohol is wrong and harmful". The disciplinary action for this type of offense will be out of school suspension.

## RETENTION OF STUDENTS

For certain students, repeating a grade may be beneficial to their long-term progress. Many factors are considered when contemplating a child's retention - general level of maturity, individual ability, daily work, successful completion of local classroom objectives, etc. Teachers will keep parents informed of their student's progress through daily work, parent-teacher conferences and quarterly report cards.

If retention is indicated, parental support is very important. By communicating regularly with parents, we strive to make such a decision cooperatively, but it shall be the responsibility of the building principal to make the final decision.

## BUS CONDUCT

Safety on our school buses is one of our top priorities, and we are certain that all parents share in this concern.

We encourage you to discuss the problem of safety with your child. If you have a question about a concern on the bus, we suggest first that you contact your child's driver and then if the problem continues, call the school. We want to work toward another safe year of bus riding.

The following are a few items students need to understand:

1. The driver is in charge and must be obeyed promptly without the student talking back.
2. Students must be seated and remain seated at all times unless they have permission from the driver to change seats. The driver has the authority to assign children to permanent seats when deemed necessary.

3. Students must not throw things on the bus or from the bus.
4. Classroom conduct is to be observed by students. They must keep the noise down to a low tone, talking only to the person in the seat with them or in the seats near them.
5. Arms and heads must be kept inside the bus at all times.
6. Talking must cease at all stop signs or railroad crossings.
7. Aisles must be kept clear for students boarding or leaving bus.
8. Students must cross in **FRONT**, not in back, when leaving the bus, and they must not try to hang on, throw objects under the wheels, etc. They are not to stop at the mailbox for mail until the bus has pulled away.
9. Any damage, except for accidental damage, to the bus must be paid for by the student causing such damage. This must be done before they will be allowed to ride again. (Example: Broken windows, cut seats, etc.)
10. Pocket knives and other weapons are not permitted on the bus.
11. Nuisance items, such as water guns, flippers, etc., are not allowed.
12. Students waiting at bus stops must remain out of roads or streets and must conduct themselves in an orderly manner. They should not arrive at the bus stop more than 5 minutes before the bus picks them up.
13. Older students are asked to help control younger brother and sisters.
14. Students who do not obey these rules will be issued a bus discipline slip by the bus driver. The student will be required to visit the principal's office regarding the bus discipline slip. The first bus slip constitutes a warning to the student. The second bus slip results in a three-day suspension from the bus. The third bus slip requires a five-day bus suspension. The fourth bus slip will result in a 10-day bus suspension. If the student receives any additional bus slips he/she will be suspended from riding the bus for the remainder of the school year.

## **DIRECTORY INFORMATION**

The following education record information has been designated as directory information and is generally not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student.

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

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities

including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

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

The law declares this information as a public record. If you wish to restrict the release of information for your child, notify your child's building office in writing within the first ten (10) days of school each year. Notifications received after ten days will be accepted but will not be retroactive.

To find more information about our district's policy on directory information, Policy JO-1, click on the following link, [Carl Junction Directory Information](#).

## **STAFF/STUDENT ELECTRONIC COMMUNICATION**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. For more information, see [Policy GBH](#).

## **PUPIL INFORMATION OR CHANGE OF ADDRESS**

It is the student's responsibility to notify the office immediately of any change to name, address, home telephone number, or parents'/guardians' work telephone number. It is very important to keep our records up to date in order to contact a parent/guardian in case of an emergency.

## **CURRICULUM & INSTRUCTION**

Our district, in accordance with the law, will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district's human sexuality instruction shall include, but is not limited to:

- the characteristics of, and ways to identify, sexual predators;
- the safe and responsible use of the internet, including dangers of online sexual predators;
- the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.
- trauma-informed, developmentally appropriate training on sexual abuse.

The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. For more information please click on the following policy link, [Policy IGAEB](#).

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). For more information please click on the following link [Policy IGCD](#).

## **AMI (ALTERNATIVE METHOD OF INSTRUCTION) PLAN**

The AMI Plan is established for use during extended school closures so that students have the opportunity of continuous enrichment and learning during a time when students are not able to attend school due to extended weather and/or health-related incidents. When it is necessary to implement the AMI Plan, students and parents will be notified through social media, email, and district phone calls home.

During AMI implementation, students will receive instruction and enrichment materials over the Priority Standards for each content area that would have been taught during the extended closure. Students will be given independent practice and application of previously taught concepts, enrichment, and new instructional content. The instructional plan for AMI days for students with disabilities will be documented in each individual student's IEP.

Students will be provided materials and assignments through electronic/web-based instruction, Canvas, textbooks, library/classroom library books, manipulatives, learning games, teacher-created materials and packets/worksheets. Completion of lessons and activities will be turn in on the next date of attendance or submitted online or mailed/brought to the school for dropoff.

## **DISTRICT ASSESSMENTS**

Student/Parent Notification of Statewide Assessments:

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. Missouri law does not permit students to opt out of statewide assessments.

The district's policy on student participation in statewide assessments is made available in the district's office for public viewing as well as on the district's website, Policy IL. Specific assessment information can be found on the district's website under Our District/Academics/Assessment.

## **CARL JUNCTION INTERMEDIATE 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 handbook contains guidelines 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 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, 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 learning 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 policy 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 for acquainting their 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.

### **CORPORAL PUNISHMENT**

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Carl Junction R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

## **STUDENT SEARCHES**

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.

The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions in accordance with law.

The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. See [Policy JFG](#) and [Policy JFCI](#) for further information.

## **AUDIO/VISUAL RECORDING**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized. To find more information about our district's policy on audio and visual recording see [Policy KKB](#).

## **MISCONDUCT DEFINITIONS**

### **ACADEMIC DISHONESTY**

Cheating or plagiarism by a student may result in the student receiving a zero/no credit for the assignment or test. After school detentions or time in ISS may be served as well.

Academic dishonesty includes, but is not limited to, cheating and plagiarism. Academic dishonesty is a serious offense. It may result in a zero on a test or assignment and dramatically affect a student's grade in a class.

#### **CHEATING includes:**

- Copying from another student's paper
- Facilitating academic dishonesty for another student by knowingly or negligently allowing one's work to be used by other students without the teacher's consent
- Using materials or devices during a test which are not authorized by the person giving the test
- Collaborating with another student during a test without the teacher's consent
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test
- Securing copies of a test or answers to the test in advance of the test

#### **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 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.

## 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 (or their imitators), unauthorized prescription or nonprescription drugs, drug-related paraphernalia, narcotic substances, marijuana, including prescribed medical marijuana or other intoxicants, and the discussion of the aforementioned items, even in a joking context, is prohibited. This prohibition applies 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 if 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

Using physical force to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative.

Knowingly causing or attempting to cause physical injury or death to another person, recklessly causing serious physical injury to a school employee will result in an enhanced disciplinary action.

## ASSAULT ON SCHOOL PERSONNEL

Using physical force to cause or attempt to cause physical injury to a school employee; placing a school employee in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious injury; causing physical contact with a school employee knowing the school employee will regard the contact as offensive or provocative.

Knowingly causing or attempting to cause physical injury or death to a school employee, recklessly causing serious physical injury to a school employee will result in an enhanced disciplinary action.

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, at minimum.

## BUS MISCONDUCT

Not following bus rules and regulations. Any offense committed by a student on busses will be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. Unless otherwise required by law.

## CELL PHONES/PERSONAL ELECTRONIC DEVICES

Possession of cell phones and other personal electronic devices will be allowed with the expectation of these devices being turned off during school hours. Electronic devices that are turned on during school hours will be considered a classroom disruption. Cell phones and other personal electronic devices cannot be used during school hours unless authorized by an administrator due to an extenuating circumstance. Teachers may also authorize the use of cell phones or other electronic devices in their classrooms as a part of instructional activities. Cell phones and other electronic devices must be used under the supervision of a staff member and cannot be used in restrooms or locker rooms at any time. Any student found using his or her phone or other electronic device in violation of this

policy will be disciplined according to the high school discipline code. The device will be confiscated and returned to the student at the end of the school day. Phone calls during school hours are to be made through the office after receiving administrative approval. Email, Internet etc. will not be allowed and the 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.

#### 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

Verbal, written, pictorial, symbolic language or gesture(s), that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, or that materially and substantially disrupts classroom work, school activities or functions.

#### 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.

#### 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

Writing or giving false or misleading information to school officials.

#### INAPPROPRIATE/DISCRIMINATORY SPEECH/CONDUCT

Verbal, written, pictorial, symbolic language or gesture(s), that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, involves obscene or indecent exposure. This includes but is not limited to word or actions of discrimination or harassment in accordance with [JG-R2 & board policy AC](#).

#### INAPPROPRIATE SEXUAL SPEECH/CONDUCT

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited, to pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material or speech in situations protected by law. 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.

#### 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/VAPE

The use and/or possession of tobacco/vape in any form is prohibited. This includes lighters, matches, and other contraband, including smokeless nicotine cigarettes (e-cigs, juuls, or other vapor cigarettes) and their accessories. 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, stun guns, tasers, and items defined in 18 U.S.C. 921, 18 U.S.C. 930 and/or 571.010, RSMo.

### **ADDITIONAL RULES AND DEFINITIONS**

#### AUDIO/VISUAL RECORDING

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized by the administration or law. To find more information about our district's policy on audio and visual recording see [Policy KKB](#).

## BULLYING AND HAZING (from Carl Junction R-1 Board Policy JFCF)

In order to promote a safe learning environment for all students, the Carl Junction R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Board policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

For the purposes of this policy, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts.

Bullying may also include cyberbullying or cyberthreats. Cyberbullying is by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation.

Students can access a reporting form directly through a link to Sprigeo on our school website or they can go to Sprigeo.com. After students complete the reporting form and click the "submit" button, report details are sent in a secure email to our school administrators.

To find more information about our district's policy on bullying and hazing; including investigating, consequences, and training and education see [policy JFCF](#).

## EXPLANATION OF DISCIPLINARY ACTION

### INTERMEDIATE 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 automated phone call or personal contact (notification of tardies will not be given). School officials may seek parental assistance in solving the student's problem.

### NO CONTACT AGREEMENT

Students may be asked to sign an agreement stating they will have no contact with a specific student or students at any time during the school day, on school buses, school property, or at any school sponsored event.

### DETENTIONS

Detentions will be held on Monday through Thursday from 3:30-5:30 PM. Students are to report to the office prior to detention. 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.

### IN SCHOOL DETENTION (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. Students are prohibited from being within 1,000 feet of school if serving a suspension for an act of violence, drug-related activity, or specified offenses.

## **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 MSHSAA, R-1 Schools, and their organizations.

School is a place where students come to get an education. We think they should be able to learn in a school that is safe and orderly. Consequences for breaking rules are established, not for the responsible majority, but for the irresponsible few.

All students are expected to follow the Bulldog Code of Conduct: Be Responsible, Respectful, and Safe.

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 by the advantageous operation of the school. See the following page for expectations of behavior in different settings.

## Behavior Expectations Matrix

| Bulldog<br>Code of<br>Conduct                                                                                  | Classroom<br><br>(All Settings)                                                                     | Restroom                                                                                       | Playground                                                                                           | Cafeteria                                                                                                    | Hallway                                              | Assemblies<br>And<br>Field Trips                                                                                           | Bus                                                                                                 |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>I am<br/>Responsible</p>   | <p>Be on Task</p> <p>Give your best effort</p> <p>Complete work on time</p> <p>Use self-control</p> | <p>Flush toilets</p> <p>Wash your hands</p> <p>Put trash in trash cans</p>                     | <p>Follow equipment rules</p> <p>Wait your turn</p> <p>Line up when the whistle blows</p>            | <p>Clean your area</p> <p>Dispose trash appropriately</p> <p>Talk quietly</p>                                | <p>Walk</p> <p>Go where you are supposed to go</p>   | <p>Sit in one spot</p> <p>Look for the person with the microphone</p>                                                      | <p>Know your driver and number</p> <p>Know your stop</p> <p>Check your seat when you get off</p>    |
| <p>I am<br/>Respectful</p>  | <p>Be a good listener</p> <p>Be kind</p> <p>Respect Other's Opinions</p>                            | <p>Give people privacy</p> <p>Wait your turn</p> <p>Use quiet voices</p>                       | <p>Listen to all adults</p> <p>Enter/Exit the building quietly</p> <p>Use appropriate language</p>   | <p>Listen to all adults</p> <p>Use appropriate table manners</p> <p>Be polite</p> <p>Raise hand for help</p> | <p>Walk quietly</p> <p>Walk appropriately</p>        | <p>Be polite</p> <p>Respect others property</p> <p>Use appropriate applause</p> <p>Listen</p>                              | <p>Keep your bus space clean</p> <p>Be polite to the driver and others</p> <p>Use quiet voices</p>  |
| <p>I am<br/>Safe</p>        | <p>Hands and feet to yourself</p> <p>Keep body calm</p>                                             | <p>Walk to and from the restroom</p> <p>Keep water off of the floor</p> <p>Report problems</p> | <p>Stay in play areas only</p> <p>Walk to/from your class line</p> <p>Hands and feet to yourself</p> | <p>Walk</p> <p>Remain seated</p> <p>Hands and feet to yourself</p>                                           | <p>Keep moving</p> <p>Hands and feet to yourself</p> | <p>Stay with your class</p> <p>Follow instructions</p> <p>Sit in seats appropriately</p> <p>Hands and feet to yourself</p> | <p>Sit appropriately in your assigned seat</p> <p>Stay seated</p> <p>Hands and feet to yourself</p> |

### STUDENT DISCIPLINE CODE

| Nature of Offense                                                                                                                                  | 1st Offense                 | 2nd Offense                                                   | 3rd Offense       | 4th Offense                                                   | 5th Offense                                              | 6th Offense                   | 7th Offense   |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------|-------------------|---------------------------------------------------------------|----------------------------------------------------------|-------------------------------|---------------|
| Bus misconduct/misbehavior                                                                                                                         | Warning                     | 3 Day Bus Susp                                                | 5 Day Bus Susp    | 10 Day Bus Susp                                               | Suspended from the bus for the remainder of school year. |                               |               |
| Cafeteria misconduct/misbehavior                                                                                                                   | Lunch/Recess Detention      | L/R Detention                                                 | 1-3 L/R Detention | 1-3 L/R Detention                                             | 1-5 L/R Detention                                        | 1-3 Days ISD                  | 1-5 Days ISD  |
| Inappropriate display of affection (PDA)                                                                                                           | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 3-5 Days ISD                                                  | 3-5 Days ISD                                             | 3-5 Days ISD                  | 1-5 Days OSS  |
| Inappropriate Language                                                                                                                             | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 1-3 Days ISD                                                  | 3-5 Days ISD                                             | 3-5 Days ISD                  | 1-5 Days OSS  |
| Truancy                                                                                                                                            | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 3-5 Days ISD                                                  | 3-5 Days ISD                                             | 1-5 Days OSS                  |               |
| Technology Minor Violation                                                                                                                         | ASD                         | ASD                                                           | 1/2 Day ISD       | 1/2 Day ISD                                                   | 1-3 Days ISD                                             | 3-5 Days ISD                  | 1-5 Days OSS  |
| Chromebook/Computer Flagged Violation                                                                                                              | ASD                         | 1-3 Days ISD                                                  | 1-3 Days ISD      | 1-3 Days ISD                                                  | 3-5 Days ISD                                             | 1-5 Days OSS                  | 1-5 Days OSS  |
| *In addition to the consequences stated above, Chromebook privileges could be limited or removed completely.                                       |                             |                                                               |                   |                                                               |                                                          |                               |               |
| Obscene/Inappropriate Gesture                                                                                                                      | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 1-3 Days ISD                                                  | 3-5 Days ISD                                             | 3-5 Days ISD                  | 1-5 Days OSS  |
| Academic Dishonesty: Daily Assignments                                                                                                             | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 1-3 Days ISD                                                  | 3-5 Days ISD                                             | 1-3 Days OSS                  | 3-10 Days OSS |
| Disrespectful conduct/speech towards peers                                                                                                         | ASD                         | 1/2 Day ISD                                                   | 1-3 Days ISD      | 1-5 Days ISD                                                  | 1-3 Days OSS                                             | 1-5 Days OSS                  | 3-5 Days OSS  |
| Threats Minor                                                                                                                                      | 1/2 Day ISD                 | 1-3 Days ISD                                                  | 1-3 Days ISD      | 1-3 Days ISD                                                  | 1-5 Days ISD                                             | 1-5 Days OSS                  | 3-5 Days OSS  |
| Academic Dishonesty: Tests/Exams/Projects                                                                                                          | 1 Day ISD                   | 1-3 Days ISD                                                  | 1-5 Days ISD      | 1-5 Days ISD                                                  | 1-5 Days OSS                                             | 1-5 Days OSS                  | 3-10 Days OSS |
| *In addition to the consequences stated above, no credit will be given for work submitted and found in violation of the Academic Dishonesty Policy |                             |                                                               |                   |                                                               |                                                          |                               |               |
| Failure to Attend Detention                                                                                                                        | 1/2 Day ISD                 | 1-3 Days ISD                                                  | 1-3 Days ISD      | 1-3 Days ISD                                                  | 1-5 Days ISD                                             | 2-5 Days ISD                  | 1-3 Days OSS  |
| ISD Misconduct                                                                                                                                     | Additional Day ISD          | 1-3 Days OSS                                                  | 1-3 Days OSS      | 3-5 Days OSS                                                  | 5-10 Days OSS                                            | *All ISD Days must be served. |               |
| Defiance of Authority                                                                                                                              | 1/2 Day ISD                 | 1-3 Days ISD                                                  | 1-3 Days ISD      | 1-3 Days ISD                                                  | 1-5 Days ISD                                             | 2-5 Days ISD                  | 1-5 Days OSS  |
| Forgery/Lying                                                                                                                                      | 1/2 Day ISD                 | 1-3 Days ISD                                                  | 1-3 Days ISD      | 3-5 Days ISD                                                  | 3-5 Days ISD                                             | 1-3 Days OSS                  | 3-5 Days OSS  |
| Theft                                                                                                                                              | 1-3 Days ISD                | 1-3 Days ISD                                                  | 3-5 Days ISD      | 3-5 Days ISD                                                  | 1-3 Days OSS                                             | 1-5 Days OSS                  | 3-5 Days OSS  |
| Vandalism                                                                                                                                          | 1-3 Days ISD                | 3-5 Days ISD                                                  | 1-3 Days OSS      | 3-5 Days OSS                                                  | 5-10 Days OSS                                            |                               |               |
| Major Disrespectful conduct/speech                                                                                                                 | 1-3 Days ISD                | 3-5 Days ISD                                                  | 1-3 Days OSS      | 3-5 Days OSS                                                  | 5-10 Days OSS                                            |                               |               |
| Physical Aggression (Non-assault)                                                                                                                  | 1-3 Days ISD                | 1-3 Days ISD                                                  | 3-5 Days ISD      | 3-5 Days ISD                                                  | 1-3 Days OSS                                             | 3-5 Days OSS                  | 3-5 Days OSS  |
| Major Disruptive Speech                                                                                                                            | 1-3 Days ISD                | 3-5 Days ISD                                                  | 1-3 Days OSS      | 3-5 Days OSS                                                  | 5-10 Days OSS                                            |                               |               |
| Major Disruptive Conduct                                                                                                                           | 1-3 Days ISD                | 3-5 Days ISD                                                  | 1-3 Days OSS      | 3-5 Days OSS                                                  | 5-10 Days OSS                                            |                               |               |
| Major Threat (Direct threat to harm)                                                                                                               | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Vape/Tobacco possession/use or Distribution                                                                                                        | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Exposure                                                                                                                                           | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Sexually Inappropriate Behavior (Verbal/Technology)                                                                                                | 3-5 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | Recommended long term suspension from Superintendent's Office |                                                          |                               |               |
| Sexually Inappropriate Behavior (Physical)                                                                                                         | 1-10 Days OSS               | Recommended long term suspension from Superintendent's Office |                   |                                                               |                                                          |                               |               |
| Discriminatory Speech/Conduct                                                                                                                      | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Explosive Devices (Fireworks)                                                                                                                      | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Weapon/Firearm/Bomb Threat                                                                                                                         | 5-10 Days OSS               | 11-180 Days OSS                                               |                   |                                                               |                                                          |                               |               |
| Harassment (Physical)                                                                                                                              | 1-3 Days OSS                | 3-5 Days OSS                                                  | 5-10 Days OSS     | 11-180 Days OSS                                               |                                                          |                               |               |
| Fighting (Strikes to the face, punches thrown, etc.)                                                                                               | 1-5 Days OSS                | 5-10 Days OSS                                                 | 11-180 Days OSS   |                                                               |                                                          |                               |               |
| False Alarms                                                                                                                                       | 1-5 Days OSS                | 3-5 Days OSS                                                  |                   |                                                               |                                                          |                               |               |
| Assault on School Personnel                                                                                                                        | 5-10 Days OSS               | 11-180 Days OSS                                               |                   |                                                               |                                                          |                               |               |
| Assault                                                                                                                                            | 5-10 Days OSS               | 11-180 Days OSS                                               |                   |                                                               |                                                          |                               |               |
| Weapon Possession (Not Firearms)                                                                                                                   | 5-10 Days OSS               | 11-180 Days OSS                                               |                   | Recommended long term suspension from Superintendent's Office |                                                          |                               |               |
| Use of Weapon (Not Firearm)                                                                                                                        | 5-180 Days OSS              | Recommended long term suspension from Superintendent's Office |                   |                                                               |                                                          |                               |               |
| Arson                                                                                                                                              | 5-180 Days OSS              | Recommended long term suspension from Superintendent's Office |                   |                                                               |                                                          |                               |               |
| Sale/Distribution/Possession/Under the Influence of Drugs/Alcohol                                                                                  | 5-180 Days OSS              | Recommended long term suspension from Superintendent's Office |                   |                                                               |                                                          |                               |               |
| Firearm Possession                                                                                                                                 | 5-180 Days OSS              | Recommended long term suspension from Superintendent's Office |                   |                                                               |                                                          |                               |               |
|                                                                                                                                                    |                             |                                                               |                   |                                                               |                                                          |                               |               |
| Flexibility Clause - All disciplinary actions may be increased in direct relationship to the severity or frequency of the offense.                 |                             |                                                               |                   |                                                               |                                                          |                               |               |
|                                                                                                                                                    |                             |                                                               |                   |                                                               |                                                          |                               |               |
| ASD: After School Detention                                                                                                                        | 3:30-5:30PM Monday-Thursday |                                                               |                   |                                                               |                                                          |                               |               |
| ISD: In-School Detention                                                                                                                           |                             |                                                               |                   |                                                               |                                                          |                               |               |
| OSS: Out-of-School Suspension                                                                                                                      |                             |                                                               |                   |                                                               |                                                          |                               |               |

The Carl Junction School District reserves the right to punish behavior which endangers the welfare and/or safety of other students, faculty, or staff, or causes disruption to good order and discipline regardless of whether the behavior is described above.

## **NOTICE OF NON-DISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Carl Junction R-1 School District are hereby notified that the school district does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, genetic information, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title V), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws, and regulations implementing the laws and regulations cited above. The school district has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550. Compliance Coordinator: Dr. David Pyle, Assistant Superintendent, 206 S. Roney, Carl Junction, MO 64834 (417)649-7026

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). Reports, or inquiries, may be made at any time, including nonbusiness hours, by using the telephone number, email address or office address listed below.

Dr. David Pyle, Assistant Superintendent  
206 S. Roney, Carl Junction, MO 64834  
PH: 417-649-7026; Fax: 417-469-6594  
[dpyle@cjr1.org](mailto:dpyle@cjr1.org)

To find more detailed information regarding the District's Title IX grievance process rights please click on the following link: [Policy ACA](#).

## **PPRA**

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection,

disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

*Inspect*, upon request and before administration or use of:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Any student over the age of 18 or is an emancipated minor under the laws of Missouri hold these rights.

Our district and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Our district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Our district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Our district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with U.S. Department of Education by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1- 800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

To find more detailed information regarding district policies of these rights please click on the following links [Policy JHC](#), [Policy JHDA](#), and [Policy KI](#).

#### FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION

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

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 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 school principal, 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 seeds or intends to enroll.

4. The District will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the District otherwise. The District will also release directory information without parental consent unless the parent/guardian notifies the District otherwise. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law.

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

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

To find more information about our district's policy on directory information, *Policy JO, Procedure JO-1*, click on the following link, [Carl Junction Directory Information](#).

## **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 1st 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**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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.

Under the Protection of Pupil Rights Amendment (PPRA) parents of elementary and secondary students are afforded certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. To find more detailed information regarding district policies of these rights please click on the following links [Policy JHC](#), [Policy JHDA](#), and [Policy KI](#).

### **ACCOUNTABILITY REPORT CARDS**

Public accountability data for the Carl Junction School District and Carl Junction High School are available at <https://apps.dese.mo.gov/MCDS/home.aspx>

### **TRAUMA-INFORMED SCHOOLS**

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." You will find information about this initiative at the following DESE website: <https://dese.mo.gov/traumainformed>.

## **SUICIDE AWARENESS & PREVENTION**

The Carl Junction R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. To find more information on suicide awareness and prevention please see district [Policy JHDF](#).

## **HOMELESS, MIGRATORY, ENGLISH AS SECOND LANGUAGE STUDENTS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact our Central Office at 649-7026.

## **FREE AND REDUCED LUNCH ELIGIBILITY**

Children from families whose current income is at or below qualifying levels are eligible for free or reduced price meals. Applications are available online or at the principal's office in each school. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. Foster children may be eligible regardless of the income of the household with whom they reside. If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application, as such changes may make the children of the family eligible for these benefits. Use this link to access a [free and reduced lunch application](#).

A complete copy of the policy is on file in each school and in the central office where any interested party may review it.

## **STUDENT HEALTH**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. You can find more information at the following website: <http://www.benefits.gov/benefits/benefit-details/1606>

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

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. 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.
5. The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events because these products remain prohibited under federal law.
6. Students 18 years or older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by nursing staff for the treatment of epilepsy. Students who have a prescription for medication containing CBD will be permitted to possess and administer the prescription medication in accordance with Policy JHCD.

### 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).

### 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.

### NUTRITION GUIDELINES

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Carl Junction R-I School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

### 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 submitted to an administrator

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, TORNADO, & EARTHQUAKE DRILLS

Specific instructions as to where you go and what you do 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. In order to protect lives, we must act quickly and accurately.

#### **TORNADO DRILL - SIGNAL IS A SIREN SOUND**

All classes will take shelter in the multipurpose facility.

## **EARTHQUAKE DRILL – SIGNAL IS A SUCCESSION OF LONG AND SHORT BELLS**

If indoors:

1. Take cover under a desk, table, bench, or against inside walls/doorways.
2. Stay away from glass, windows, and outside doors.
3. As soon as the earthquake ends, exit the building by following the fire evacuation policy.
4. Wait for directions outside.

If outdoors:

1. Move away from buildings and utility wires.
2. Stay in an open area. Do not re-enter or go near buildings.
3. Wait for directions outside

Procedures following the earthquake:

1. Check for injuries. Do not move seriously injured persons unless they are in immediate danger of further injury.
2. Check utility lines and appliances for damage. If gas is smelled, open windows and shut off the main gas valve. Evacuate the building and report the gas leakage to the authorities.
3. Check water, electric, and sewage lines. Shut off or discontinue use as necessary.
4. Do not reoccupy damaged buildings until appropriate structural, mechanical, and utility inspections have been made.

## **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.

## **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.

## **FEDERAL PROGRAMS COMPLAINT PROCEDURES**

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

**Missouri Department of Elementary and Secondary Education**

## Complaint Procedures for ESSA Programs

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9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

#### **1. What is a complaint?**

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

#### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

#### **3. How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

#### **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

*1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

## **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. Carl Junction Public Schools strive to provide an environment which recognizes each student as a unique individual with special abilities. Addressing these abilities requires a curriculum that promotes 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 their community. Students should have access to educational opportunities regardless of race, color, creed, or socioeconomic status. In turn, students are expected to achieve to their greatest potential, enabling them to make their greatest contribution to society.

Educational developmental is a life-long process. A thorough understanding of basic skills is essential for all areas of development. It is also necessary to teach students how 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 and skills to continue learning throughout life. Additionally, 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 this 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, and 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 Intermediate

### 2025-2026 Parent Involvement Plan

Goal: To increase parent involvement in their child's education in order to enhance school climate and increase student's achievement.

| Action                                                                                                                                                                                                                                          | Person Responsible                              | Project Completion Date       | Date Completed | Indicator of Successful Completion                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.. Student/ Parent/ Teacher Compact                                                                                                                                                                                                            | Faculty/Staff                                   | August 2025                   |                | Collaboration/responsibility for student success shared by students, parents, staff.                                                                 |
| 2. Parent/teacher conferences - 100% participation<br>* include BOY/ Mid/ EOY expectations prior to conferencing BAS, NWEA<br>* provide information regarding curriculum as district develops                                                   | Teachers, Parents                               | November, 2025                |                | Parent Involvement, improve student achievement, and promote a positive school climate                                                               |
| 3. Back to School Night - invite parents to participate in meeting staff, learning procedures/policies, and expectations for students.<br>* include BOY/Mid/EOY expectations<br>* provide information regarding curriculum as district develops | Principals, Teachers                            | August 2025                   |                | Parent involvement, improving student achievement, and promoting a positive school climate                                                           |
| 4. School Improvement Building Committee Meetings<br><ul style="list-style-type: none"> <li>Examine benchmark data</li> <li>Examine discipline data</li> </ul>                                                                                  | Principals<br>Teachers<br>Parents               | October 2025<br>February 2026 |                | Plan and assess to increase parent involvement, school/home collaboration, and improve student academic performance.                                 |
| 5. Literacy activities to promote student success in reading & involving parents<br>* LLI<br>* Family Nights and activities                                                                                                                     | Lit Support<br>Principal<br>Teachers<br>Parents | On-going                      | On-going       | Improved parent participation and promote higher levels of achievement                                                                               |
| 6. Promote recognition programs to acknowledge positive climate and student achievement<br>* Awards assemblies                                                                                                                                  | Principal, Teachers                             | On-going                      | On-going       | Increased achievement by recognizing student success. Promote and encourage positive climate                                                         |
| 7. Promote communication with parents<br>* Intermediate website<br>* Carl Junction Facebook Page<br>* Intermediate Facebook Page<br>* Monthly newsletters<br>Emails from the Principal regarding safety with technology                         | Principal<br>Teachers<br>Parents                | On-going                      | On-going       | Provide parents with information about school, class activities/academics will foster greater involvement in student learning to improve achievement |
| 8. Involve parents in volunteering<br>* Build volunteer base through e-mail; community members, Bright Futures, Newsletters                                                                                                                     | Principal<br>Teachers<br>Parents                | On-going                      | On-going       | Active parental participation will promote student learning and achievement.                                                                         |
|                                                                                                                                                                                                                                                 |                                                 |                               |                |                                                                                                                                                      |

