

2018-2019

A Tradition of Excellence

Carl Junction Junior High



A Vision for Success

Official Parent Handbook

**Carl Junction R-1 School District
Carl Junction MO**

WELCOME TO CARL JUNCTION JUNIOR HIGH SCHOOL!

Dear Parent,

The Carl Junction school system has long enjoyed an excellent reputation as one of Southwest Missouri's finest school districts. Our mission at Carl Junction Junior High School has been and will continue to be "student success is our focus." At CJJH, you will find a team of dedicated educators committed to providing the best educational program for our kids. I would like to invite you to join our team as we prepare today's youth for tomorrow's challenges and adventures.

This handbook is prepared to make you aware of district and building policies and procedures. Please take the time to review the information in this handbook. Your child will receive instruction that includes some of the same information.

As always, you are invited to visit or call our school at any time to discuss your child's needs and education.

Sincerely,

Scott D. Sawyer
Principal

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LEGAL NOTICES

NOTICE OF NONDISCRIMINATION

Application 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, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title 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. Gary Reed, Assistant Superintendent
206 S. Roney
Carl Junction, MO 64834
(417) 649-7026

PARENTS'/GUARDIANS' RIGHT TO KNOW

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

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

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

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

DIRECTORY INFORMATION:

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

TRAUMA-INFORMED SCHOOL INITIATIVE:

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>.

DISTRICT TESTING POLICY

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.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district’s policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

ASBESTOS UPDATE

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. At the present time, the asbestos poses no danger to students, employees or the public.

A copy of the district’s asbestos management plan is on file in the central office and may be reviewed by contacting Dr. Phillip Cook, Superintendent, at 649-7026.

IMMUNIZATION

Missouri public schools are compelled by law to require proof of compliance with the immunization law (Dept. of Health) on the 1st day of attending a school. The Carl Junction Junior High will comply with the following policy:

All new students enrolling in grades 7 or 8 must present a current record of immunization to show compliance with immunization rules. This includes transfer students. The law does not allow a grace period for the parent to complete the compliance requirement. If the parent does not have a record of immunization to present or if the presented record is not current according to required rules, the school must defer the student's official enrollment until such record can be verified. The school office will hold the enrollment information and hold the child's enrollment open until proper immunization records are presented as required by the state rules.

The Missouri Department of Health and Senior Services recently revised the Code of State Regulations, Immunization Requirements for School Children, 19 SCR 20-28.010. These rules establish the minimum immunization requirements for children enrolled in Missouri public, private, and parochial schools, day cares, preschools, or nursery schools. Below are the changes to the rules that are pertinent to Junior High aged students **only**. For a full listing of required immunizations K-12, consult the Missouri Department of Health and Senior Services or visit (www.dhss.mo.gov).

- Tdap (tetanus, diphtheria, and pertussis) vaccine will be required for all incoming eighth (8th) grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years.

Requests for Exemption – Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

In cases of requests for exemption from the immunization rules due to medical or religious matters, a parent may:

1. Medical exemption – Present the school with a signed letter from the medical doctor making a request of the exemption.
2. Religious exemption – Complete the document for “Religious Exemptions to Immunizations.”

CJJH MISSION

Student success is our focus.

CJJH VISION

- *Work collaboratively to ensure our students are successful learners.*
- *Teach our student to be responsible, respectful, and safe.*
- *Analyze data to evaluate, differentiate, and improve student learning.*
- *Be a source of consistency in the lives of our students.*

HOMEWORK CENTER

Homework Center is a program outside of regular school hours designed to support students in dealing with failing grades and missing assignments. Students will be assigned to Homework Center when they have a grade at or below 66% and fail to turn in one or more assignments from the previous week for that class. Details of the program are found below:

- Each Monday, students may turn in assignments that are complete but late from the previous week to the appropriate teacher.
- If a student continues to have late work and a grade that is 66% or lower, and they fail to do late assignments and turn them in on Monday, that student will be referred by their teacher for Homework Center.
- Parents of all students referred to Homework Center will receive a phone call &/or message on Monday evening letting them know that their child has a 66% or lower and has missing assignments. Therefore, they will be expected to stay for Homework Center. During Homework Center, students will be expected to complete missing assignments and any other, current assignments.
- Homework Center is typically in the library and is open during the following times: Tuesday, Wednesday, and Thursday from 3:15 pm to 4:30 pm.
- As soon as the student completes the missing work, they are “cleared” for the week and not expected to attend any further Homework Center times. “Cleared” students may wish to get a signed note from a teacher or JH administrator indicating the missing work is in.
- Students who do not get “cleared” from Homework Center by turning in all missing assignments for classes in which they have a 66% or lower will not be able to participate in extracurricular activities. For example, students not cleared from Homework Center cannot attend dances, athletic practice, student clubs, student league, yearbook staff meetings, attending athletic events as a spectator, etc.
- Athletes are not prohibited by JH administration from taking part in athletic competition on game nights, but are prohibited from attending practice. JH coaches may, at their discretion, choose not to play a student who is on academic probation or who misses practice.
- Until a student is cleared from Homework Center, they will remain on Homework Center for that week and will be expected to continue to attend any remaining Homework Center times until cleared. Although there is no Homework Center on Friday nights, these students will be unable to attend any extracurricular activities taking place until the beginning of the following week.
- In the event that a student still owes missing work by the end of the week, those assignments may, at the discretion of the teacher, be recorded as zero points earned.
- Assignments that are completed at Homework Center may, at the discretion of the teacher, be subject to a reduction in points of up to 10% the total possible.
- The purpose of Homework Center is to raise grades. The policy for retention in junior high is failing 2 core subjects all year both Semester 1 and Semester 2 (OR) failing 3 of the core subjects Semester 2. Core subjects are Science, English, Social Studies, and Mathematics.

Without parental support and help with this program, student success may be negatively affected. Parents, please make sure your child knows that you will support the program and if they are assigned to Homework Center you will make every effort to make sure they attend until they complete all missing assignments. The best option is to make sure all assignments are completed and turned in on time. The second best option is that every weekend they get all missing assignments completed and then turned in on Monday morning. Homework Center constitutes our last shared effort in helping our children be successful.

RESPONSE TO INTERVENTION

Response to Intervention (RtI) is a program in the junior high designed to provide targeted help to groups of students identified as struggling in the areas of reading comprehension and/or mathematics. This program involves an approximate 21 minute block of time each day where identified students will receive extra help and gain the skills they need to improve their abilities in reading comprehension and/or mathematics at grade level. As students experience struggles in the areas of reading comprehension

and/or mathematics, they may be selected for interventions throughout the year. As students experience growth in these areas they may no longer need interventions during this time, and may instead work on other structured academic activities in the Bulldog Block program.

BULLDOG BLOCK

Bulldog Block is a program in the junior high designed to provide enriching and academic lessons to students in the areas of English, math, social studies, science, and study skills. This program involves an approximate 21 minutes block of time each day where students will be exposed to highly engaging lessons meant to enhance regular classroom activities and to bolster key skills in these areas.

ADMISSION OF STUDENTS

In order to enroll in school, the prospective student must have the following records:

- Withdrawal from the last school attended
- Proof of residency or waiver (NOT power of attorney) *
- Up-to-date health record

A parent or legal guardian must be present at the time of initial enrollment. Students who have been convicted or charged with an act listed in FILE JEC in the Board of Education Policy Book or are currently suspended or expelled from another district may not be admitted.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within three (3) working days of the registration request to determine whether or not the student may register.

**Presenting falsified proof of residency could result in a Class A misdemeanor.*

GENERAL INFORMATION

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 school.

Need to Know. Missouri Safe Schools Act legislation mandates that all 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, may be allowed access to individual student records as needed.

Use of Phone. The office phone is available for student use with permission during non-academic time. (e.g. lunch, before and after school, passing times)

Use of Cell Phone and other Personal Electronic Devices. Students are required to keep all cell phones and other personal electronic devices off and out of sight during the school day unless directed otherwise by staff members. Failure to comply may result in disciplinary action.

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

Fundraisers. Fundraising is limited to those conducted by the school and for the school in general. Any exception to this rule can be made by a request to the building principal. Occasionally, students may sell items representing a fundraiser for a community/church activity, but permission must be obtained from the building principal first. Such fundraising is limited to one (1) week per group during the school year.

Visitation Policy. Parents/patrons are welcome to visit the school and are asked to enter through the east doors. To insure the safety of our students, we ask that you report to the school office upon entering the building. After signing in, you will be given a visitors tag to wear in the building. If you wish to speak with a teacher, it is best to call in advance to arrange a conference. You may contact a teacher either before or after school or during the teacher's prep period. Teachers cannot be called from academic times for conferencing.

Students not currently enrolled at Carl Junction Junior High are not permitted to visit/attend during the school day. Again, this is for the safety/protection of our own student body. No exceptions will be allowed.

Dropping a Subject. A great deal of time and effort is provided in selecting the correct classes for each student. Therefore, it should not be necessary to change a schedule after the semester has started.

If a necessity does arise, the schedule must be changed within the first week of school. After that time, no changes will be made unless there is an extreme circumstance and only with the approval of the building principal.

Carl Junction R-1 Computer User's Policy. All students at Carl Junction Junior High will be required to present a signed (by student and parent) Computer Users Policy form before being allowed access to district computer technology. The district's computer user's policy also covers student use of personal electronics as directed by staff members in a classroom setting on the district's network.

Student Files and Permanent Records. The personal records of each student are kept on the Missouri Approved Accumulative Record Form in a secure area. This record includes the student's courses and grades earned, standardized attendance records and achievement test scores.

Review of Education Records by Parents. The following information is addressed in the Board Governance and School District Policies Manual (Policy: JO).

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Retention Procedures. Any 7th or 8th grade student who fails two or more core curriculum courses (math, science, language arts, social studies) both semesters or who fails three or more core curriculum

courses during second semester will be required to attend summer school and will be considered for retention.

A parent conference with school administration will be held to discuss retention. While all parties' opinions will be considered, the final decision regarding retention will rest with the building administrator.

Participation in Extracurricular Activities. The Missouri State High School Activities Association mandates the following standards for junior high participants:

- 7th and 8th grade students must be enrolled in a normal course load for their grade at the member school.
- Students must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester. This section shall not apply to students promoted from the 6th and entering the 7th grade nor from 8th grade and entering 9th grade for the first time.
- Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "credible citizens." Conduct shall be satisfactory in accord with the standards of good discipline. A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date.

Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards. The Carl Junction School District has adopted an alcohol and tobacco policy for athletes and an interscholastic activity drug testing policy. For more information, please refer to the special sections regarding MSHSAA eligibility requirements and the athletic department alcohol and tobacco use policy located within this handbook.

Medical/Accident Insurance Coverage. Carl Junction School Board Policy requires students participating in extra curricular activities which fall under Missouri State High School Athletic Association guidelines to provide proof of medical insurance before participating. Information on obtaining insurance is available in the junior high office for students not otherwise covered.

GRADE REPORTING

Report Cards. Report cards are issued in each subject at the end of every nine-week period (quarter). There are four quarter grade cards with semester grades reported on the 2nd and 4th quarter grade cards. Grades are indicated by the letters A (excellent), B (above average), C (average), D (below average), and F (failure). In addition to letter grades, report cards will also feature standards-based grades. Students will earn a ranking of below basic, basic, proficient, or advanced on individual objectives for each class. In this way, students and parents may more easily see areas of strength and challenge in each subject area. Report cards for the first three quarters will be given to the student. The fourth quarter report card will be mailed to the parent/guardian.

If a student has been ill or away from school for an excused reason, the grade may be withheld until the course work can be made up. A withheld grade is indicated by an "I" (incomplete) and must be made up within two weeks or the grade is automatically recorded as an F. Please contact the junior high office to make arrangements for your child's make-up work to be completed.

Progress Reports. Mid-quarter progress reports will be distributed to students after the completion of the fourth week of each quarter.

Grade Card/Progress Report Distribution Schedule: Each student will receive a grade card on the dates designated on page 47.

MATERIALS AND SUPPLIES

Classroom Materials. Students should bring a supply of paper, pens and pencils on the first day of school. In addition, students will need the following items for their math classes: **2 one inch three ring binders, dividers, a spiral notebook of graph paper, a pair of inexpensive headphones or earbuds, index cards, 4 two pocket paper folders with brads, a highlighter, and colored pencils.** Students will be told by their teachers on the first day of school what other supplies will be needed for the school year. In order to maximize success in the classroom and minimize possible discipline problems, students should be prepared for each class with the proper materials each day.

Lockers. All students will be assigned both a hall locker and a gym locker with a built in lock. Lockers are the property of the school and as with all school property should not be abused or altered in any way.

Gym/Book Bags. Students may carry gym/book bags or back packs to school. All bags/back packs must remain in the student's locker throughout the day. Student lockers are approximately 12" wide, 11" deep and 71" tall. Bags/back packs must be the appropriate size to fit into the locker.

Physical Education Uniforms. Students in junior high may be scheduled daily for physical education (P.E.) class. The following information applies to clothing worn for P.E.:

- Students must wear gym shorts and t-shirt (red shorts/ gray t-shirt or gray shorts/red t-shirt)
- All clothing must be marked with the student's name and free of any logo or other markings.
- All clothing is to be secured in a gym locker. The school will not be responsible for lost or stolen items.
- Gym shoes must be a pair used for gym class only and left at school. Soles of shoes cannot be a soft, markable material.

ATTENDANCE

Regular attendance is very important to all students who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with absences are allowed to do make-up work, it is very difficult for students to make up material brought out in class discussions. With this in mind, the following attendance regulations will prevail:

1. The Missouri State Law, Senate Bill No. 16, enacted by the 69th General Assembly, effective August 29, 1957, states that all mentally and physically capable children between the ages of 7 and 16 are compelled to attend school or receive adequate private instruction in the state of Missouri. Names of children in this age group not meeting attendance regulations of their local school district shall be submitted to county juvenile authorities for further action.
2. At regular intervals, junior high administration will contact parents through telephone &/or letter regarding their child's excessive absenteeism (greater than 10% of the days school has been in session). In some circumstances the proper juvenile authorities may be contacted regarding students who are in violation of compulsory attendance laws.

Parents are encouraged to plan vacations and trips outside of the school year. **One week prior, notice of such trips must be given to the building principal and class work must be made up prior to the absence.** Exceptions may be made for trips taken under emergency conditions.

When returning to school after an absence due to illness or family emergency, it is the student's responsibility to ask their teachers for make-up assignments. **Parents should send a written excuse or doctor's note to be turned in to the office upon the student's return to school.**

Students leaving school during the school day must be signed out by a parent/guardian in the school office.

Tardiness. Students not in their assigned seat when the tardy bell rings are considered tardy. While any student may be tardy occasionally due to circumstances beyond their control (teacher conference, locker problems, etc), habitual tardiness is never acceptable. After earning the third unexcused tardy to a class within any quarter, students are subject to serving before school detention or other discipline consequences may be assigned. Examples of unexcused tardies include but are not limited to the following: oversleeping, missing the bus, returning to locker for forgotten supplies, using the phone for a non-emergency situation.

Truancy. A student is truant when absent from school without permission of parent or school official. Possible consequences are parent conference, detention, Saturday school, Thursday Night school, in-school suspension, out-of-school suspension, and/or referral to juvenile authorities.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the board of education, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days. Expulsion of a student is a function only of the board of education.

ATTENDING JUNIOR HIGH ACTIVITIES

We are always glad to provide educational and social activities beyond the regular school day. Junior high students are encouraged to attend extracurricular activities. Social activities (i.e. dances, lock-ins, etc.) are planned for current Carl Junction Junior High students only. School discipline policies apply for all extracurricular activities. Students who choose to attend sports activities will be expected to watch the game and support the Bulldogs. Students will be allowed to go to the concession stand and the restroom between halves and/or between games. For volleyball and basketball games, students should make arrangements for someone to pick them up in front of the junior high at approximately 8:00 p.m. For football games, students should make arrangements for someone to pick them up at the Senior High football stadium at approximately 8:00 p.m. Students will not be allowed to leave the stadium before the end of the game, unless a parent comes in to get them.

Students may not attend an evening activity if they were absent from school all or part of the day of the activity. Exceptions may be made for medical appointments or funerals. The school must be notified in advance.

Supervision after school (3:05 p.m.) through the time the game starts (approximately 5:00 p.m.) is not available. All students should go home and return for games. This is a time for teacher meetings, conferences and working in their rooms. Building custodial staff are also cleaning at this time.

Sportsmanship. Carl Junction Junior High is committed to the belief that participation in athletics as players, spectators, or coaches supplements and enriches the student's educational experience. Such participation, however, is a privilege that carries with it responsibilities to the team, the school, the

community, and the student. Whether participating as a player or a spectator, athletics should contribute to the student's knowledge, skills, appreciation of fair play, and ideals of sportsmanship, thereby making each a better person and citizen. When and where athletics fail to provide these desirable values, they cease to serve their purpose.

Our display of sportsmanship at contests in previous years has been praised by officials, coaches, and players of opposing schools. Our goal is to assure that this continues. Carl Junction Junior High, besides being noted for its fine competitive teams, is also noted for its fine sportsmanship.

The Missouri State High School Activities Association (MSHSAA) governs athletic contests and enforces their rules of conduct. It is the duty of each school to see that these rules are not violated both at home and away. A school can be suspended from district or state playoff if any team member, coach, or fan violates the rules of conduct. The rules of good conduct and sportsmanship are as follows:

1. No objects of any kind should be thrown onto the court or field. Besides possibly inflicting injury, this shows lack of respect for your school and opponents.
2. No vulgar or suggestive gestures or language will be allowed.
3. Booing officials and opposing team members is prohibited.
4. All yelling, screaming, cheering should be FOR your own team, not AGAINST the opposing team – appreciate a good play, no matter who makes it.
5. Silence during free throws should be observed for both teams.
6. Any signs or posters used should be of a positive nature encouraging your team.
7. Only authorized school personnel should be on the floor at any time. No one should block the view of other spectators or wander about while the game is in progress.
8. Unsportsmanlike conduct on the part of others SHOULD NOT be an example for us. We should set the example of good sportsmanship.
9. Confrontational behavior will result in removal from the facility.

BUILDING ACCESS

The junior high building will not be accessible to students until 7:30 am unless they are attending a supervised activity. Students left by parents will not be supervised before that time.

After school, students will be expected to go home unless they are involved in an adult-supervised activity. Students will be supervised Monday through Thursday from 7:30 am to 3:15 pm, Fridays from 7:30 am – 1:55 pm, and during school sponsored activities (examples: Art Club, teacher scheduled tutoring, athletic practice, homework center, and junior high sporting/academic events). There will be no supervision available outside of these times.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others, and to ensure the orderly operation of district schools.



CARL JUNCTION JUNIOR HIGH BULLDOG CODE OF CONDUCT



I am....	RESPONSIBLE	RESPECTFUL	SAFE
All Settings	<ul style="list-style-type: none">• Arrive on time• Have what you need, when and where you need it• Stay focused on topic/task• Keep food and drink in cafeteria only• Dress appropriately• Represent school in a positive manner• Keep cell phones and other electronic devices off	<ul style="list-style-type: none">• Treat others the way you want to be treated• Be honest• Use appropriate personal space• Use appropriate tone, language, and behavior• Value the property of yourself and others• Follow adult directions• Help keep building and grounds clean	<ul style="list-style-type: none">• Keep hands, feet, and objects to self• Report any problems to an adult• Ask permission to leave any setting• Stay in control of self• Know emergency procedures
Classroom	<ul style="list-style-type: none">• Be in your seat ready to learn when the bell rings• Complete and turn in all work on time• Use all support resources (e.g. teacher, tutoring, homework center, website)• Stay in seat or assigned work area	<ul style="list-style-type: none">• Follow classroom rules• Raise your hand before speaking• Enter and leave the room quietly• Listen while others are speaking	<ul style="list-style-type: none">• Use classroom materials appropriately
Hallway/Stairs	<ul style="list-style-type: none">• Store backpacks and electronic devices in your locker• Move promptly to destination• Walk on the right side	<ul style="list-style-type: none">• Speak in a quiet voice• Open and close locker gently	<ul style="list-style-type: none">• Walk• Keep personal items out of traffic flow
Cafeteria	<ul style="list-style-type: none">• Enter and exit quietly• Use proper manners• Clean area before leaving• Keep lunch account current	<ul style="list-style-type: none">• Thank cafeteria staff• Engage in conversation with those close by• Eat in a courteous manner	<ul style="list-style-type: none">• Walk• Place all trash in trash cans• Keep all legs of chairs on the floor• Choose a seat and stay seated
Bathroom	<ul style="list-style-type: none">• Flush• Wash hands with soap and water	<ul style="list-style-type: none">• Allow for privacy of others• Clean up after self• Keep waste and water in appropriate place	<ul style="list-style-type: none">• Take care of appropriate business quickly and quietly• Return to class promptly
School Bus	<ul style="list-style-type: none">• Remain in seat• Move on and off in a polite manner	<ul style="list-style-type: none">• Leave space clean• Talk quietly to those close to you	<ul style="list-style-type: none">• Enter and exit quickly and quietly• Choose one seat and stay seated• Keep hands, feet, and objects inside bus
Assemblies	<ul style="list-style-type: none">• Participate as directed• Keep comments and questions on topic	<ul style="list-style-type: none">• Actively listen• Applaud appropriately• Take care of personal needs before entering	<ul style="list-style-type: none">• Walk• Enter and exit in an orderly manner• Remain with class

CODE OF CONDUCT VIOLATIONS

No code can be expected to account for all possible student actions and behaviors whether they are positive or negative. However, there are certain negative behaviors that, if committed by a student, will result in the imposition of disciplinary action.

The following list indicates violations which, according to the Missouri Safe Schools Legislation, are subject to automatic long-term suspension and/or expulsion of up to one school year: arson, assault (physical or verbal) toward other students or school personnel, possession/use/under the influence of drugs/alcohol, drug/alcohol sale/purchase/distribution, extortion, false alarms or tampering with alarm systems, fighting, possession of weapons (as defined by B.O.E. policy JFCJ), possession/use of explosive devices (i.e. firecrackers, smoke bombs), sexual harassment (verbal, symbolic, and/or physical), theft, willful possession of stolen property, and vandalism. Law enforcement may also be involved in regard to any of the previously mentioned violations.

Other violations of the student code of conduct include, but are not limited to: excessive absenteeism, cheating, forgery, lying, violation of computer policies, failure to complete disciplinary consequences, disrespect toward or defiance of authority, disruptive conduct/speech, dress code violation, gambling, failure to follow “hands off” policy, inappropriate display of affection (junior high students may not hold hands nor embrace one another inappropriately at school), possession/display/sale of inappropriate literature, leaving campus without permission, failure to complete/turn in assignments, failure to come to class with necessary materials, sale of unauthorized merchandise, excessive tardiness, possession/sale/distribution/use of tobacco products, and truancy.

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 substantial disruption to good order and discipline regardless of whether the behavior is described above.

False statements/jokes about the use of guns, weapons, bombs, etc. that would be perceived as a threat or result in harm to another person will not be taken lightly and will result in disciplinary action for such behavior.

Bullying. The junior high will take all reports of bullying seriously and those found to be involved will be disciplined. A reporting procedure is in place and students will be encouraged to make a report on those behaviors they witness that fall under the category of bullying. The student may make the report anonymously. The Junior High administration will read those reports daily, investigate the incidences and discipline those who are found guilty of violating this rule. For more information, consult board of education policy JFCF.

Sprigeo: Sprigeo is another method students/parents may report bullying, intimidation, harassment, or school violence. Sprigeo is web-based tracking software that enables students and adults to safely report any bullying or safety concerns. An email is sent to a school administrator with information needed to intervene as necessary. A link to Sprigeo is located on the Junior High website.

Harassment. Missouri law and district policy prohibit harassment on the part of one individual toward another. If a student feels he or she is a victim of harassment, that student must inform a member of the school staff immediately. Consult board of education policy AC for more information.

Smoking/Tobacco Policy. Use or possession of any tobacco product on school grounds, bus, or at any school activity may result in out-of-school suspension.

Prohibited Items. Items that are used by a student in a disruptive or dangerous manner may be considered a “prohibited item.” Listening to a headset during the school day, playing with cards during class time, or the wearing of spiked accessories are three examples of items being used in a disruptive or dangerous manner. These items will be removed from the student’s possession and kept in the office. A parent must make arrangements for the item(s) to be returned.

Hands-Off Policy. The one policy of behavior that can best provide a problem free environment in a junior high is that all students are expected to keep hands off other persons and other persons’ property.

Care of School Property. A clean, neat school reflects on the good reputation of students who attend the school. Students are expected to adhere to the following standards:

1. Never mar, scratch, or deface school property.
2. Do your part to keep the grounds and buildings clean.
3. Eat food only in those places that have been set aside for this purpose.
4. Keep the restrooms clean and neat.
5. Consider the efforts of the custodians and help make their work easier.

Students are responsible for books, equipment, and other items checked out to them. They are responsible for damage they may inflict on school property, such as school buses, desks, buildings, windows, and lockers.

CONSEQUENCES/DISCIPLINE FOR CONDUCT VIOLATIONS

Any of the following consequences, including but not limited to, may be used for violations of the discipline code: bus suspension, contact juvenile authorities/police, conference with administration/staff, cost-restitution, daily report/assignment sheet, evaluation/referral, expulsion, hotline call/referral to social services, loss of privileges, detentions, lunch detentions, in-school suspension, out-of-school suspension (up to 10 days), long-term suspension (more than 10 days), parent conference, parent notification, no contact agreements, peer mediation, penalty sentences/assignment, removal from class temporarily, schedule change, special seating, staffing with teacher, tutoring/homework center, and warning – verbal/written.

EXPLANATION OF DISCIPLINARY ACTION

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

Parent Involvement. The parents or legal guardian will be notified by discipline referral, letter, telephone, or personal contact regarding most offenses. Parental assistance may be needed in solving the student’s problem.

Detentions. Detentions will be held on Tuesdays, Wednesdays, and Thursdays from 7:15 a.m. to 7:45 a.m. Students must arrive on time. If they arrive late, the detention may not count. Students must do school related work and/or read an Accelerated Reader book. Students who misbehave or refuse to study will be asked to leave and will be assigned additional discipline. Additional discipline is also assigned if detentions are not served by the due date.

Lunch Detentions. Students serve lunch detention during their regularly assigned lunch period. They sit in a designated seat and may not interact with peers.

Saturday School. Students are to arrive at the junior high front doors prior to 8:00 a.m. and will be dismissed at noon. Due to safety reasons, doors will be locked at 8:00 a.m. Students must be punctual. Students must bring school-related work or a reading book. The teacher in charge will assign work for those who fail to keep busy. Rescheduling of dates must be done by the parent prior to the assigned Saturday school date. Failure to attend Saturday school will result in further consequences. In the event

that school is cancelled due to inclement weather or emergency on the Friday prior, no Saturday school will be held. Misbehavior during Saturday school will result in the student being asked to call a parent to pick them up. The student will receive additional consequences as well as being assigned another Saturday school.

Thursday Night School: Students must report to the designated location within the junior high at (or before) 3:15 pm when assigned a Thursday night school. Students will be dismissed at 6:15 pm. Students must bring school-related work or a reading book. The teacher in charge will assign work for those who fail to stay busy. Rescheduling of dates must be done by the parent prior to the assigned Thursday night school date. Failure to attend Thursday night school will result in further disciplinary action. In the event that school is canceled due to inclement weather or emergency on Thursday, no Thursday night school will be held. Misbehavior during Thursday night school will result in the student being asked to call a parent to pick them up. The student will receive additional consequences as well as being assigned another consequence.

In-school Suspension (ISS). Students referred to the ISS program will report to the office before the first hour bell on those days he/she is assigned to serve discipline in the ISS room. Students are to arrive at the office on time after first going to their lockers and retrieving all textbooks and classroom materials needed for a typical school day. The ISS teacher will escort students to the ISS room, assign seats, explain rules and procedures, tutor students as needed, and schedule breaks and lunch. The student's classroom teachers will send all applicable work to the ISS room and students will be expected to work on these materials (and receive credit) in the isolation of the ISS room. Removal from the ISS room for disciplinary problems may result in out-of-school suspension. Students assigned ISS will not be allowed to participate in any school sponsored activities until the number of assigned days has been served.

Out-of-School Suspension (OSS): Students serving OSS will not be allowed to attend school, to ride the school bus, to be on the school grounds, or to participate in any school function while under suspension. Students are expected to complete all assignments given during their OSS time. Students will earn credit for these assignments.

Long-term Suspension/Expulsion. During a long term suspension or expulsion, the student is excluded from school and all related activities. The superintendent may suspend a student up to 180 school days. Only the board of education may expel a student from school and it may be done only after a hearing or charge against the student.

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 to the appropriate law enforcement agency as soon as reasonably practical. School administration will attempt to make parental contact prior to law enforcement involvement.

DRESS CODE

In general, no form of dress will be permitted which distracts from the educational process of the school or adversely affects the health and/or safety of the students. All clothing must be clean and in good taste. Some specific examples of inappropriate dress are:

1. Clothes that represent, advertise, or portray any type of negative message (i.e. drugs, alcoholic beverages, tobacco products, nudity, vulgar language, double meaning slogans, sexual overtones, satanic symbols, racist themes, immorality, or violence).
2. Shorts and skirts must not be too short or too tight. A general rule to follow is that the shorts/skirts must be at least as long as the length of the finger tips when arms are relaxed and hanging at your sides.
3. Mesh or any form of see-through clothing.
4. Clothing that exposes a bare midriff.
5. Clothing designed with a narrow or strapless shoulder. Shoulder straps should be approximately three inches in width.

6. Hats and other forms of head coverings worn inside the building.
7. Bare feet – safety regulations require that students wear shoes. No house slippers.
8. Body ornaments/accessories that are distracting or dangerous to safety standards (spiked accessories, clothing that contains chains or excessively long straps as an accessory).

Students who repeatedly fail to follow dress code policy may receive discipline.

*None of the standards above will ever prevent a student from acquiring a good education. We need to keep the student's focus on education, not clothing style or fads. **Because of the constantly changing styles/fashions today, the administration reserves the right to alter or make necessary additions to the dress code policy.***

BUS DISCIPLINE POLICY

All students using the bus transportation service are expected to follow school and bus rules which in turn establish proper and appropriate behavior for the safe transporting of students to and from school.

Disruptions on the bus due to misbehavior can create a distraction to the driver and a danger to the safety of all students on the bus. Therefore, the discipline for misbehavior on the bus may be more severe than the same problem in a classroom setting. Students must realize that they are to follow the driver's instructions when loading and unloading or riding the bus. While on the bus, students are to remain seated, facing the front, keeping any talking to an appropriate level. Students must obey the "hands-off" policy at all times. Any problems with other students on the bus should be reported to the driver or the building principal.

Examples of unacceptable behavior are: assault, profanity, fighting, possession of weapons, hanging out windows, possession/use of alcohol/tobacco/drugs, hitting, spitting, harassment, loud talking or noises, throwing objects, obstructing aisles, vandalism to bus, disrespectful to driver, out-of-seat, and insubordination.

Food/Gum/Drink are NOT allowed on the bus.

Students who receive discipline referrals from the bus may be assigned detentions (which will remove them from the bus routes on the served days) OR suspension from the bus for a period of time determined by the school administrator. It is the responsibility of the parent/guardian to provide transportation to school of a student suspended from the bus.

BEHAVIOR NOT OTHERWISE COVERED IN THIS HANDBOOK

The Carl Junction School District reserves the right to administer consequences for behavior which endangers the welfare and/or safety of other students, faculty, or staff or causes substantial disruption to good order and discipline in the schools even though such behavior is not specified in the written student discipline offenses.

Students will have knowledge of charges against them and will have the opportunity to express their side of the 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
3. Board of Education

Appeals to the superintendent or Board of Education must be submitted in writing and within ten days of the previous decision. A hearing date will be established within ten days of receipt of an appeal.

Nature of Offense	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation	7th Violation
1a.Tardies (3 per qtr.) b. Unprepared for class (3 per qtr.)	25 sentences or 1 detention	50 sentences or 2 detentions	75 sentences or 3 detentions	100 sentences or 4 detentions or Night school	1 day ISS	3 days ISS	5 days ISS
2a. Classroom disruption b. Dress code c. Food and Beverage violation d. Use of cell phone or electronic device e. Hands-on others &/or property	Warning	Sentences/detentions	Night school	1 day ISS	3 days ISS	5 days ISS	3-5 days OSS
3a. Defiance of Authority b. Disrespectful speech or conduct c. Public display of affection d. Failure to complete assigned discipline e. Academic dishonesty*	Sentences/detentions	Night school	1 day ISS	3 days ISS	5 days ISS	3 days OSS	5 days OSS
*in addition to the consequences stated above, credit may not be given for work submitted and found to be academically dishonest							
4a Failure to attend night school	Lunch detentions until next night school	1 day ISS	3 days ISS	5 days ISS	N/A – work with home to select a more appropriate consequence		
5. Computer violation	Warning	Check-in/Check-out	1 day ISS	3-5 days ISS	3 days OSS	5 days OSS	Loss of Computer
6. Truancy	Detention	Night school	1 day ISS	3 days ISS	5 days ISS	3 days OSS	5 days OSS
7. Bus misconduct	Detention	1-3 day bus suspension	5 day bus suspension	10 day bus suspension	Recommend long term bus suspension		
8a. Bullying b. Hazing	Detention - ISS	1-180 days OSS					
9a. Threatening/harassment b. Gambling	1-3 days ISS	3-5 days ISS	3-10 days OSS	Recommend long term suspension			

10a. Theft b. Vandalism	3 days ISS	5 days ISS	3-5 days OSS	Recommend long term suspension
11. Sexually Inappropriate Behavior – Verbal	1-5 days ISS	6-10 days ISS	1-10 days OSS	Recommend long term suspension
12. Sexually Inappropriate Behavior – Physical	1-10 days ISS	11-180 days OSS	Recommend long term suspension	
13a. Tobacco possession/use b. Fighting	3 days OSS	5 days OSS	10 days OSS	Recommend long term suspension
14a. False alarms b. Threat of weapon c. Explosive devices	5 days OSS	Recommend long term suspension		
15a. Assault b. Weapon possession (not firearms)	5-10 days OSS	11-180 days OSS	Recommend long term suspension	
16a. Assault on school personnel b. Extortion c. Use of weapon (not firearms)	10 days OSS	Recommend long term suspension		
17. Arson	11-180 days OSS	Recommend long term suspension		
18. Sale/distribution/use/possession/under the influence of drugs/alcohol	1-180 days OSS	Recommend long term suspension		
19. Firearm possession	1 year expulsion			
Severity clause ***Refer to school board policy JGR3	All disciplinary actions may be increased in direct relationship to the severity or frequency of the offense. The Carl Junction School District reserves the right to administer consequences for behavior which endangers the welfare and/or safety of other students, faculty, or staff or causes substantial disruption to good order and discipline in the schools even though such behavior is not specified in the written student discipline offenses.			

SPECIAL SERVICES

Library/Media Center (LMC). The junior high LMC houses more than 10,000 books, periodicals, videotapes, and electronic resources. Networked computers provide access to the Internet and electronic databases for research purposes. Students are welcome to visit the library during school hours; permission to leave class will be needed during class time.

Food Service. Lunch is served in the Junior High cafeteria. The price is \$2.55 per meal. Students are encouraged to complete application for reduced price lunches (40 cents) or free lunches. These application forms must be submitted each school year. Students who qualify for reduced or free lunch are given the same tray options as those who pay regular price. ***A la carte items are not part of the free and reduced lunch program and will be charged at the regular rate, regardless of a student's qualification for free or reduced lunch.*** At the junior high and high school level, students may bring a sack lunch or select from four lunch options, one of which is salad.

All options meet the standard for a type "A" lunch and include the five food groups: bread, meat, vegetables, fruits, and milk.

Breakfast will be served daily in the Junior High beginning at 7:40 a.m. at a cost of \$1.25 per student. Students who qualify for free or reduced lunch may also participate in the breakfast program. The reduced breakfast rate is 30 cents.

Student food service accounts shall maintain a \$2.00 minimum balance at all times.

A \$2.00 minimum deposit into a student's food service account will also be required for each and every deposit.

Guidance/Counseling Center. The Carl Junction Junior High Guidance Department provides a comprehensive guidance program for students in grades 7 and 8. Activities include individual and group counseling. Classroom activities include: career exploration, goal setting, study skills, time management, decision making, test taking skills, peer pressure, effects of drugs and alcohol, and preparation for high school.

The junior high counselor is available for consultation with parents regarding the progress of their child. The counselor will serve as a liaison between parents and teachers and set up conferences when necessary. Information regarding community services is also available as needed.

School Nurse. The school employs school nurses to serve the K-12 program.

Gifted Education. Gifted education is an elective program available to junior high students who have been identified as academically gifted. Students participating in this program must have met the eligibility requirements set forth by the district in accordance with state guidelines.

The curriculum of gifted education is based on indepth studies of thematic units with an emphasis in logic development and creative problem solving. Students participating in this program will be expected to complete research projects, participate in unit studies, develop public speaking abilities, and refine interpersonal communication skills.

Special Education. 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, regardless of the child's disability. Disabilities include: learning disabilities, mental

retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, articulation), language disorders, visually impaired, hearing impaired, physical/other health impaired, multihandicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

Carl Junction Junior High provides self-contained, resource, inclusion and class within a class for special education students. Some students receive specialized therapy to meet their individual needs through speech/language therapy and occupational therapy. Whether we provide modified instruction within the regular classroom or instruction in a special education setting, our goal is to meet the individual needs of students with identified exceptionalities.

SPECIAL SECTION

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA) ELIGIBILITY

Introduction

Every year over 300,000 students in the state of Missouri participate in interscholastic activities at the middle/junior and senior-high levels. The Missouri State High School Activities Association is comprised of member schools that establish eligibility criteria for students such as yourself to be able to participate. Look at these rules carefully. We want you to enjoy these years, maximize your interscholastic experiences and rekindle the spirit of citizenship in your own community.

Your years in high school and middle level/junior high school will be highlighted by your participation on one or more of your school's activities teams. These will be some of the most enjoyable years of your life. During this time, your school will have local school requirements that you must comply with in order to be eligible to compete. Also, your state association - the MSHSAA - has essential eligibility requirements that you must meet in order to maintain your eligibility.

Information contained in this pamphlet will acquaint you with the major rules and regulations you must follow in order to maintain and protect your high school eligibility. Any questions you have concerning these essential requirements or with your athletic eligibility should be checked with your school principal or athletic administrator. These administrators in your school have copies of all MSHSAA eligibility requirements.

The MSHSAA's eligibility requirements have been voted on by member schools and were adopted by your school when it became an association member. If there are rules in the pamphlet which you don't understand, ask your principal or athletic administrator to explain them.

Knowing and following all these requirements will enable you to maintain and protect your eligibility. Also, it is important for you to know that you must meet all the essential requirements in order to be eligible, as no one requirement is more important than another.

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled in and regularly attending classes at the member school and meet the academic requirements in MSHSAA By-Law 213 and those of your local school.

2. Citizenship

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- **NOTE:** Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.

3. Academics

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit *or* have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 2.5 units of credit *or* 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (**no electives**), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- If you are beginning the 9th grade, you must have been promoted prior to the beginning of the school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses *without first consulting with your school principal, athletic administrator or counselor* to determine whether it will affect your eligibility.

Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.

**CARL JUNCTION JUNIOR HIGH SCHOOL
ATHLETIC DEPARTMENT ALCOHOL AND TOBACCO POLICY**

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

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

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

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

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

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

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

If a student violates the alcohol and/or tobacco policy while under suspension from a previous violation, the student will serve the punishments consecutively. Alcohol and tobacco violations will be treated independently and will not build on each other.

All students athletes, during the first week of the school year or the first practice day of a fall sport whichever occurs first for the individual student, will be required to sign a MSHSAA citizenship form stating they have read and understand the citizenship policy. The alcohol/tobacco policy will be in effect from the first possible practice date in the fall until the last competition date in the spring.

**CARL JUNCTION R-1 SCHOOL DISTRICT
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY
STUDENT DRUG TESTING POLICY**

The Carl Junction Board of Education, in an effort to protect the health and safety of its student from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Carl Junction R-1 School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Carl Junction R-1 School District refrains from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulation of the Carl Junction R-1 School District regarding possession or use of illegal drugs.

Participation in school sponsored extracurricular and/or co-curricular activities at the Carl Junction R-1 School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

The purpose of this policy is to prevent illegal drug use and to strive within the Carl Junction R-1 School District for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities. If the discipline policy of the Carl Junction R-1 School District is violated for illegal drug possession or use, the student will be subject to the penalties of the discipline policy and the violation will also be counted as a violation of the “extracurricular and/or co-curricular drug testing policy”.

Illegal drug use of any kind is incompatible with participation in extracurricular and/or co-curricular activities of the Carl Junction R-1 School District. For safety, health and well being of the students of the Carl Junction R-1 School District, the district has adopted this policy for use by all students participating in off-season and/or in-season extracurricular and/or co-curricular activities in grades 7-12.

DRUG TESTING PROCEDURE

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

Students in extracurricular and co-curricular groups to be drug tested include, but are not limited to the following: interscholastic sports, band, dynamics, speech and debate, FFA, FCCLA, concert choir, academic team, DI, history day, Big 8 art Competition, special Olympics, future problems solvers, foreign language day, language arts day, math competition, VICA contests, business day, technology contests, student council, NHS, school musical, drama club, New Dimension, jazz band, students of science club and Missouri Math League.

Definitions

Co-curricular activities-activities that students participate in outside of the classroom as a result of being enrolled in a school offered class.

Extracurricular activities – activities that take place outside the regular course of study in school.

Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.

Illegal Drugs – any substance, which an individual may not sell, possess, use, distribute, or purchase under either Federal or Missouri law.

Positive Test Result – when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion – A suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

Off-season – the part of the regular school year that an activity has been complete or has not yet begun.

Procedure

1. On a random selection basis from a list of all students in off-season and/or in-season activities.

2. At any time requested based on reasonable suspicion to be tested for illegal drugs.

Any drug test required by the Carl Junction R-1 School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Carl Junction R-1 School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If during the drug testing procedure, a student delays urination beyond a reasonable period of time or if there is suspicion of use of a test alternating substance, the school district may send the sample to the drug lab for more specific and accurate tests.

If the initial drug test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has positive result, the medical review officer will confirm the positive result and contact the principal or other administrator with the results. Once a positive is determined, the student will become ineligible to practice or compete in any in-season athletic activity. The Principal will contact the Athletic Director, the student, the head coach/sponsor, and the parent or guardian of the student and schedule a conference. At the conference, the Principal will solicit any explanation of the positive result. If the student asserts that the positive test results are caused by other than consumption of an illegal drug, then the student will be given an opportunity to present evidence of such to the Principal. The Carl Junction R-1 School District will rely on the opinion of the laboratory, which performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The Principal and/or Athletic Director will make a decision within five (5) working days.

This decision may be appealed in writing to the Carl Junction R-1 School District's Superintendent within five (5) working days. Policy JGD of the Carl Junction R-1 School District will be followed in case of appeal. The Superintendent will make a written decision within five (5) working days.

The decision of the superintendent may be appealed in writing to the Carl Junction R-1 Board of Education within five (5) working days. Policy JGD of the Carl Junction R-1 School District's rule and regulation will be followed in case of appeal.

A student who has tested positive will be required to undergo one or more additional drug use tests to determine whether the student is no longer using illegal drugs before he or she may rejoin an extracurricular and/or co-curricular activity.

All parents or guardians of students who tested negative in the initial screening will be contacted by personnel of the Carl Junction R-1 School District within five (5) working days of testing.

Violations

Any students who tests positive in a drug use test under this procedure shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from participation in all in-season or off-season extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, for nine (9) weeks. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 9 weeks and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time.
2. For the second offense, the student shall be suspended from participation in all in-season or off-season activities including all meeting, practices, performances, and competitions for 52 continuous and successive weeks from the date of the initial report of the second offense as stated in this procedure.
3. For the third offense, the student shall be suspended from participation in all in-season or off-season activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at Carl Junction R-1 School District from the date of the initial report of the third offense as stated in this procedure.

Refusal to Submit to Drug Use Test

If a student refuses to submit to a drug use test authorized under policy IGDJB, such student shall be ineligible to participate in any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 26 weeks, and until such time that a drug use test has been administered and passed. After the 26 weeks, the participating student shall again be subject to the Carl Junction R-1 School District Drug Testing Policy.

Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

Consent Form is due in the Junior High School Office on August 24, 2018 by 3:30 pm

Carl Junction R-1 School District Student Extracurricular and Co-Curricular Activity Drug Testing Consent Form

Policy Statement

The Carl Junction R-1 Board Of Education, in an effort to protect the health and safety of its student from illegal drugs, has adopted the “Student Extracurricular and Co-Curricular Activity Drug Testing Policy”.

General Authorization Form

We have read and fully understand the Carl Junction R-1 School District’s “Extracurricular and Co-Curricular Activity Drug Testing Policy”.

We understand fully that the student’s safety and the safety of all other students depend upon each individual. We hereby agree to accept and abide by the standards, rules, and regulations set forth by the Carl Junction R-1 School District’s “Extracurricular and Co-Curricular Activity Drug Testing Policy”..

We also authorize the Carl Junction R-1 School District to conduct a test on a urine specimen, which is provided to test for illegal drugs. We also authorize the release of information concerning the results of such a test to the Carl Junction R-1 School District.

We also authorize the release of student information to the drug-testing laboratory and its employees for the purpose of contacting parents and/or guardians with the results of the drug test.

Student Signature

Printed Name

Parent or Guardian Signature

Grade

Address

Date

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 04/15/2002

Cross Refs: ECA, Building and Grounds Security

Legal Refs: §§ 160.261, 571.010, .030, RSMo
18 U.S.C. § 921
Elementary and Secondary Education Act of 1965 as amended by
the Gun-Free Schools Act of 1994
Individuals With Disabilities Education Act, 20 U.S.C. §§ 1400 -
1487

Carl Junction R-I School District, Carl Junction, Missouri

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STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining

students with disabilities and instruction in the necessity and requirements for confidentiality.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 04/15/2002

Revised: 10/21/2002; 03/29/2010

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment

 AH, Tobacco-Free District

 ECD, Traffic and Parking Controls

 EGAAA, Reproduction of Copyrighted Materials

 GBH, Staff/Student Relations

 IKFB, Graduation Exercises

Legal Refs: §§ 160.261 - .263, 167.161, .171, 171.011, RSMo.

 Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§
 7101 - 7165

Beussink v. Woodland R-IV Sch. Dist., 30 F.Supp. 2d 1175 (E.D.
 Mo. 1998)

Carl Junction R-I School District, Carl Junction, Missouri

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STUDENT DISCIPLINE
(Junior High School)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Carl Junction R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
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Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
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Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
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Assault

1. Using physical force, such as hitting, striking or pushing, 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 physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. 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; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, parent conference, corporal punishment, in-school suspension, written apology letter to bus driver.

Subsequent Offense: Principal/Student conference, parent conference, corporal punishment, in-school suspension, removal from bus.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or

is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences –Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension.
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Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – 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 that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.
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Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, parent conference, loss of recess privileges, detention, or in-school suspension.
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Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
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2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
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Subsequent Offense:	Confiscation of tobacco product. If on bus, student is subject to removal from bus for assigned period of time, in-school suspension, or 1-10 days out-of-school suspension.
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Truancy or Tardiness (see Board policy JED) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
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Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
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Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Restitution. In-school suspension, 1-180 days out-of-school
Offense: suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo..

First In-school suspension, 1-180 days out-of-school
Offense: suspension, or expulsion.

Subsequent 1-180 days out-of-school suspension or expulsion.
Offense:

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First One calendar year suspension or expulsion, unless
Offense: modified by the Board upon recommendation by the superintendent.

Subsequent Expulsion.
Offense:

3. Possession or use of ammunition or a component of a weapon.

First In-school suspension, 1-180 days out-of-school
Offense: suspension, or expulsion.

Subsequent 1-180 days out-of-school suspension or expulsion.
Offense:

Explanation of Disciplinary Actions:

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

Parent Conference – The parents or legal guardian will be notified about the offense(s) by discipline referral letter, telephone, or personal contact. School officials will seek their assistance in solving the student's problem.

Detentions – Detentions will be held at a time specified by the building principal or designee. Students assigned to detention should report to the ISS room. Anyone arriving late, without administrative clearance, will not be allowed to remain. Students not attending detention will be assigned a Saturday school. 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 (additional discipline could also be administered). Detentions are an extension of the school day. You may not leave campus and return.

Saturday School – Saturday school will begin at the time specified by the building principal or designee. Students are to report to the ISS building prior to the time designated by the building principal or designee. Parents are responsible for transportation of students. Any student arriving after the specified time will not be admitted into Saturday school. Students are responsible for bringing study material or appropriate reading material (as assigned by the Saturday school teacher) and will also

be required to do any work assigned by the Saturday school teacher. Any student failing to attend an assigned Saturday school will be assigned in-school suspension. Only extreme emergencies will constitute a valid excuse for non-attendance. Not having a ride, alarm clock malfunction, out of town, sickness, forgetting, etc., do not qualify as extreme emergencies. If a student is dismissed from Saturday school for disciplinary reasons, another Saturday school will be assigned (additional discipline could also be administered). Rescheduling of Saturday school must be done by the parent and assistant principal prior to the scheduled date. If school was cancelled due to weather or other emergency on the Friday preceding the Saturday school, no Saturday school will be held that week. Students will be rescheduled.

In-School Suspension (ISS) – Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher. Students are allowed to make up work missed in their classes while in ISS. It is possible that some things missed in a classroom during regular class hours cannot be made up in ISS (i.e.: lab work, computer work, class discussions, films, group work, etc.). It is not the teacher's responsibility to create an alternative assignment. It is possible some work will be unable to be made up and a student may receive a zero. It is for this reason that students should strive to stay out of ISS and remain in the regular classroom.

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

Any student not following the rules of ISS as explained by the ISS teacher(s) will be assigned additional days of ISS or will be assigned out-of-school suspension. Students may be removed from ISS for sleeping, talking, not working, 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 (OSS) – Students will be removed from the regular school setting. They will not be allowed to attend classes, be on district property, or participate in any district functions while under suspension.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 04/15/2002

Revised: 03/28/2005; 09/22/2008; 03/23/2009; 02/28/2011; 02/25/2013

MSIP Refs: 6.6

Carl Junction R-I School District, Carl Junction, Missouri

[Link to Missouri Statutes](#)

[Link to Missouri Regulations](#)

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Carl Junction Junior High Faculty and Contact Information

Secretary, Mary Amos (417) 649-7246

Secretary, Mitzi Klute (417) 649-7246

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Trevor Chase, Assistant Principal: tchase@cjr1.org

Ben Withers, Counselor: bwithers@cjr1.org

Lori Brock, Counselor: lbrock@cjr1.org

Doug Buckmaster, JH Athletic Director: dbuckmaster@cjr1.org

TEACHER NAME	SUBJECT TAUGHT	E-MAIL
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Beck, Lori	English	lbeck@cjr1.org
Campbell, Greg	Industrial Technology	gcampbell@cjr1.org
Crain, Karla	Communications	kcrain@cjr1.org
Divine, Lori	Science	ldivine@cjr1.org
Duncan, Jane	Social Studies	jduncan@cjr1.org
Edwards, Sonia	Keyboarding/Girl's PE	sedwards@cjr1.org
Ellison, Sarah	Special Services	sellison@cjr1.org
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Hensley, Rachel	Gifted Education	rhensley@cjr1.org
Hogard, Susan	Science	shogard@cjr1.org
Jaquess, Ty	Boy's PE	tjaquess@cjr1.org
Lay, Stephanie	English	slay@cjr1.org
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Wardlow, Whitney	Art	wardlow@cjr1.org

GRADE CARD AND GRADE REPORT SCHEDULE 2018-2019

Reports and Deadlines	Grading Period Ends	Grades Distributed By:
1st Quarter Progress	09/14/18	09/21/18
1st Quarter Grades	10/16/18	10/22/18 & 10/25/18 P/T Conferences
2nd Quarter Progress	11/15/18	11/30/18
2nd Quarter Grades	12/21/18	01/11/19
3rd Quarter Progress	02/07/19	02/15/19
3rd Quarter Grades	03/15/19	03/29/19
4th Quarter Progress	04/23/19	05/03/19
4th Quarter Grades	05/23/19	Grades will be printed and mailed home.

2018 – 2019

CARL JUNCTION JUNIOR HIGH BELL SCHEDULE

<u>SCHEDULE TYPE</u>	<u>MONDAY-THURSDAY SCHEDULE</u>	<u>FRIDAY SCHEDULE</u>	<u>ASSEMBLY SCHEDULE</u>
ACCESS TO LOCKERS	7:50 AM	7:50 AM	7:50 AM
1ST HOUR	8:00 – 8:54 <i>54 min.</i>	8:00 – 8:42 <i>42 min.</i>	8:00 – 8:54 <i>54 min.</i>
2ND HOUR	8:58 – 9:47 <i>49 min.</i>	8:46 – 9:28 <i>42 min.</i>	8:58 – 9:47 <i>49 min.</i>
3RD HOUR	9:51 – 10:40 <i>49 min.</i>	9:32 – 10:16 <i>42 min.</i>	9:51 – 10:40 <i>49 min.</i>
4TH HOUR	10:44 – 11:33 <i>49 min.</i>	10:20 – 11:02 <i>42 min.</i>	10:44 – 11:33 <i>49 min.</i>
5TH HOUR	11:37 – 12:54 <i>1 hour 17 min.</i>	11:06 – 12:23 <i>1 hour 17 min.</i>	11:37 – 12:54 <i>1 hour 17 min.</i>
<i>Lunch 1</i>	<i>11:37 – 12:02: 25 min.</i>	<i>11:06 – 11:31: 25 min.</i>	<i>11:37 – 12:02: 25 min.</i>
<i>Lunch 2</i>	<i>12:03 – 12:28: 25 min.</i>	<i>11:32 – 11:57: 25 min.</i>	<i>12:03 – 12:28: 25 min.</i>
<i>Lunch 3</i>	<i>12:29 – 12:54: 25 min.</i>	<i>11:58 – 12:23: 25 min.</i>	<i>12:29 – 12:54: 25 min.</i>
6TH HOUR	12:58 – 1:47 <i>49 min.</i>	12:27 – 1:09 <i>42 min.</i>	12:58 – 1:47 <i>49 min.</i>
7TH HOUR	1:51 – 2:40 <i>49 min.</i>	1:13 – 1:55 <i>42 min.</i>	1:51 – 2:40 <i>49 min.</i>
8TH HOUR (Bulldog Block)	2:44 – 3:05 <i>21 min.</i>	No Bulldog Block	No Bulldog Block
			ASSEMBLY: 2:44 – 3:05 <i>21 min.</i>
	<i>4 minute passing time</i>	<i>4 minute passing time</i>	<i>4 minute passing time</i>

**CARL JUNCTION JUNIOR HIGH SCHOOL
BULLYING INCIDENT REPORT FORM**

Date: _____

Your Name*: _____

You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of bullying: _____

Name of student(s) being bullied: _____

Name student(s) you think are bullying others: _____

Summarize the incident(s) of bullying as accurately as possible. Use the back side of the form, if necessary. _____

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No

If so, who? _____

*Signature _____

*Students have the right to complete this form anonymously (you don't have to sign your name). However, it will be easier for administration to investigate this matter if as much information as possible is provided. Submission of a bullying or harassment report will not affect the reporter's future employment, grades, learning, or working environment. A student making a **false** report will be subject to disciplinary action.

This Section is for the use of building administration

Date Received by Principal: _____

Investigative Action Taken: _____

Result of Investigation/Action Taken: _____

Signature of Principal: _____

Carl Junction School District One-to-World Device User Agreement

The Carl Junction R-I School District's technology (hereafter referred to as the “District” or “Carl Junction Schools”) and electronic services exists for the purpose of enhancing the educational opportunities and achievement of students. It is not possible to cover every situation, and this document should not be considered all-inclusive. Rather, it expresses the District’s philosophy and sets forth general principles that all users should apply when using these electronic services. Electronic services are assets provided through taxes and other funding. The District is the custodian of that property and must ensure use of electronic resources serves to facilitate and support the District’s educational goals. This document is intended to support existing District policies.

Qualifications

Students who attend at least one class block in Carl Junction Schools qualify for the use of a District-owned device. Damage Waiver Charge must be paid in full prior to device distribution. Students must comply with expectations in the user agreement in order to maintain possession of the device.

Terms

The device is legally the property of Carl Junction Schools. Damage waiver charge must be paid for each device before it is distributed to the student. Additional financial obligation will be assumed by student/parent/guardian if loss or damage is a result of handling, transport, storage, use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligation will result in repossession of the device. Once a student is no longer attending Carl Junction Schools, the device must be immediately returned. All devices must be returned no later than the last day of school for that student. Any device not returned by the designated deadline will be considered stolen property.

Payment Options

Annual damage waiver charge is \$25 per device (\$15 for students on free or reduced lunch) to be paid to Carl Junction Schools. Families with three or more children enrolled in the District will only pay for two damage waiver fees, but they are responsible for the deductible per incident on each device. Students will check out the same device and maintain its use each school year unless otherwise specified.

No Expectation of Privacy A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving District technology resources including, but not limited to, internet usage, email, and network drives. By using the District's network and technology resources, all users are consenting to having their technology usage monitored. All electronic communications and all data stored on the District’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time. Any such search, access, or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand.

Damage, Loss, or Theft

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident. Documentation of the police report must be submitted to the school office the next school day. If a stolen device is not reported in the aforementioned fashion, it will be considered lost. Student is financially responsible for the total cost of a lost or carelessly-handled device.

Student is responsible for safely transporting, storing and care of the device.

- ☐ Transport device in school-issued bag at all times.
- ☐ Use stable platform when working on the device
- ☐ Avoid extreme temperatures, especially in automobiles.
- ☐ Do not eat and drink near device.
- ☐ Use clean hands.
- ☐ Insert and disconnect accessory devices and power cords carefully, and use the correct angle.
- ☐ Store device in a secured area, as much out of sight as possible, to avoid theft.

Repossession

Non-compliance with user agreement will result in repossession of the device, which could involve District personnel coming to your place of residence. Not returning the device by the end of the year would be considered non-compliance with the user agreement.

Accommodations

Any request to limit student use of this device must be submitted in written form to administration. Administration reserves the right to restrict student use of the device for non-compliance with terms of agreement.

Objectionable or Harmful Material Prohibited Users are prohibited from viewing, accessing, or downloading material that is unlawful, abusive, objectionable, pornographic, or otherwise prohibited by District policy or applicable laws.

“Hacking” and Vandalism Prohibited Users are prohibited from accessing restricted resources, defacing technology resources (both physical and electronic defacement), or circumventing any security or access control measures used to protect District resources.

Security and Safeguarding Accounts and Passwords The District recognizes that security of the network is an extremely high priority and poses challenges for collective and individual users. One fundamental need for acceptable use of the District’s electronic resources is respect for, and protection of, password security. Personal passwords may be created to protect students utilizing electronic resources. These passwords shall not be shared with others; nor shall students or other users use another person’s password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects all users from wrongful accusation or misuse of electronic resources or violation of the District policy, state or federal law. All users will be held accountable for the consequences of intentional or negligent disclosure of this information. The passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the users sharing his/her password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other appropriate discipline. All users are expected to lock and secure their device when it is left unattended. This includes locking the screen with a password at all times. All users are required to immediately report any abnormality in the system to the designated technology staff member as soon as they observe it.

Network Etiquette and Privacy Users are expected to abide by generally accepted rules of electronic network etiquette. These general rules include, but are not limited to, the following prohibitions: **(1)** Users are expected to use appropriate language and are expected to be polite. Use of the District’s technology or electronic resources to cyber-bully or to create or transmit messages that are abusive, insulting, harassing, bullying or threatening to others is prohibited. **(2)** Users should avoid transmitting confidential information (including individually identifiable information or records about any particular student) through email and must use care to protect against negligent disclosure of such information. **(3)** Users are expected to maintain privacy and confidentiality of sensitive information, just as they would in non-electronic communications. Students should avoid sharing personal information. **(4)** Users may not use the District’s

technology or electronic resources in such a manner that damages, disrupts, or prohibits the use of the system by others.

Inappropriate and/or Frequent Personal Use This policy allows occasional, incidental personal use of the District's electronic services but sets restrictions on such use. District resources are to be used primarily for school-related purposes and must not violate any of the rules contained in this policy or any other District policy and must not damage the District hardware, software, or network systems.

Violations of Copyrights and Software License This policy prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. Students will be held personally liable for any of their own actions that violate copyright laws or software agreements.

A consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. The consequences for any violation or attempted violation of the District's acceptable use policy may include, but are not limited to, one or more of the following:

- ☐ temporary suspension of device access,
- ☐ permanent suspension of device access,
- ☐ disciplinary action up to OSS,
- ☐ referral to law enforcement agency,
- ☐ temporary suspension of privileges during investigation.

Acknowledgment and Agreement

Student Name

Parent Name

Student Signature

Date

Parent Signature

Date

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

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.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. The 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.