

Student Handbook



Carl Junction Junior High School

306 Keeney
Carl Junction, MO 64834

Dr. Phillip Cook, Superintendent
Dr. Gary Reed, Asst. Superintendent
Dr. Kathy Tackett, Asst. Superintendent
Mr. Scott Sawyer, Junior High Principal
Mr. Trevor Chase, Junior High Asst. Principal
Mr. Doug Buckmaster, Junior High Athletic Director

GENERAL POLICY

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

***Pupils enrolled in school shall observe the general rules of proper conduct, the rules and regulations of the Board of Education (as set forth in this policy manual, minutes of the Board of Education, student handbook, and periodic announcements to the students), as well as rules of the superintendent, the principals, and the teachers as set forth for the advantageous operation of the school.**

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 first. Such fundraising is limited to no more than one (1) week per group during the school year.

DROPPING A SUBJECT

At the junior high level, there is not enough flexibility in the master schedule to allow schedule changes. Under extreme circumstances, a schedule change may be considered, but must be approved by the building principal.

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 test scores, attendance and student honors.

As a student, your permanent record should be very important to you. This document, your transcript, will be referred to often while you are in school. Transcript copies are often requested for job opportunities and college entrance.

PROGRESS REPORTS

In addition to the quarterly grade reports, each student will receive mid-quarter progress reports indicating the student's current grade in a class.

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.

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 visitor's 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 will not be called out of class unless prior arrangements have been made.

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.

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 will also not be allowed to leave the football stadium to use the phone.

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.

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 disciplinary action.

*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.***

ATTENDANCE

The Missouri State Compulsory School Attendance Law, section 167.061, 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. Excessive absences and/or truancy from school may result in disciplinary action by the principal's office and/or referral to the proper county authority/truant officer.

A student is truant when absent from school without permission of parent or school officials.

Students who know they are going to be absent ahead of time must bring a note from home to the building administration for approval. All work must be completed and turned in prior to the absence unless other arrangements have been made with the teacher.

When students return to school after an absence, they must report directly to the office before first hour and submit a parent note stating the date of the absence and the reason for being absent.

Parents of students with excessive absences will be notified. A parent conference may be scheduled to discuss educational alternatives. Absences are considered excessive when they exceed ten percent of the possible attendance days in a grading period.

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 attend detentions/Saturday school, disrespect toward or defiance of authority, disruptive conduct/speech, dress code violation, possession/use of electronic devices (pagers, cellular phones, laser pointers, radios and other music players, electronic games/devices, etc.) gambling, use of trading/playing cards, 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.

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 of 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 may be suspended 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.

USE OF CELL PHONE OR OTHER PERSONAL ELECTRONICS DURING SCHOOL HOURS

Students are required to keep all cell phones and other personal electronics off and out of sight during the school day unless directed otherwise by staff members. Failure to comply may result in disciplinary action.

BULLYING, INTIMIDATION AND HARASSMENT

The Carl Junction R-1 School District will not tolerate bullying, intimidation, or harassment of any kind by students or adults. The Junior High will take all reports seriously and those found to be involved will be disciplined.

Students are encouraged to make a report on those behaviors they witness that fall under the categories of bullying or harassment. Students may fill out a bullying incident report form obtained from the office or any staff member. The Junior High administration will read those reports daily, investigate any incidents, and discipline those who are found guilty of violating this rule.

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.

CONSEQUENCES/DISCIPLINE FOR VIOLATIONS

Any of the following consequences 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 implement 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 of most offenses. Parental assistance may be needed in solving the student's problem.

Detentions: Detentions for discipline will be held on Tuesdays, Wednesdays, and Thursdays from 7:15 a.m. to 7:45 a.m. Students must arrive to the specified detention room on time with school related work or a reading book. Students who misbehave or refuse to study/read 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. Teachers are at liberty to require students to stay after school in the classroom for missing assignments

Lunch Detentions: Students serve lunch detention during their regularly assigned lunch period. They sit in a designated seat and may not interact with peers. They may not purchase pop, candy, or snack foods.

Saturday School: Students are to arrive at the junior high front doors prior to 8:00 a.m. and will be dismissed at 12:00 noon. Due to safety reasons, doors will be locked at 8:00 a.m. so 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 stay 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 disciplinary action. In the event that school is canceled due to inclement weather or emergency on the Friday before, 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 serving ISS are removed from the regular classroom and placed for a specified amount of time in the more restrictive ISS room. Class work is sent to the ISS room by the student's teachers and must be completed. Full credit is given. Misbehavior in the ISS classroom will result in further consequences, often including OSS. 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 the Board of Education Policy JGF, that is committed on school property, on any school bus, or at any school sponsored activity MUST BE REPORTED by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonable practical. School administration will attempt to make parental contact prior to law enforcement involvement.

MISCONDUCT OUTSIDE OF SCHOOL DAY

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

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.			

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)

DELIVERIES

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

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 extra curricular 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.

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 > 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.