

# **CARL JUNCTION HIGH SCHOOL**

206 South Roney, Carl Junction, MO 64834 – [www.cjr1.org](http://www.cjr1.org)

## **OUR MISSION:**

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

## **OUR VISION:**

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

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

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

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

## **BUILDING ADMINISTRATION**

Principal – Mr. [Kyle Williams](#)

Assistant Principal/Activities/Athletics – Mr. Rich Neria/Mr. [Jesse Wall](#)

Assistant Principal – Dr. Nicole Keller

Assistant Principal – Mr. Shawn Mayes

## **BUILDING COUNSELORS**

Mrs. Teresa Boyer, Ms. Hannah Ketterman, Mrs. Sarah Neldeberg,

Mrs. Kristy Jones - Post-Secondary Advisor

## **DISTRICT ADMINISTRATION AND BOARD OF EDUCATION**

Superintendent – Dr. Phillip Cook

Assistant Superintendent – Dr. David Pyle

Assistant Superintendent – Dr. Theresa Wilson

Board President – Mr. Larry Cowger

Vice President – Ms. Christie Hutcheson

Member – Mr. Kasey Cowger

Member – Dr. Robert Herron

Member – Mr. Bob Hays

Member- Mr. Brian Massey

Member – Mr. Travis Spencer

Treasurer – Ms. Robin Grosse

Secretary – Ms. Jennifer Kennedy

## **IMPORTANT TELEPHONE NUMBERS**

Central Office 649-7026

High School Office 649-7081

High School Office Fax 649-5791

High School Counselor Fax 649-5790

Carthage Tech Center 359-7026

Franklin Tech Center 625-5260

CJ Fire Department 649-7624

CJ Police Department 649-7070

CJ Ambulance 649-6616

CJ First Response 649-7524

Child Abuse/Neglect 1-800-392-3738

Family Services 629-3050

Missouri School Violence Hotline 1-866-748-7047

Narcotics Anonymous 781-2210

National Hopeline Network 1-800-784-2433 (1-800-SUICIDE)

National Suicide Prevention Lifeline 1-800-273-8255

Parental Stress Hotline 1-800-367-2543

Teen Challenge of 4-States 782-3784

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## WELCOME TO CARL JUNCTION HIGH SCHOOL

“A Tradition of Excellence”

The success of our students at Carl Junction High School is a cooperative effort. Students, parents, teachers, support staff, and administrators work together toward the goal of increased student achievement. All members of our school are expected to treat each other with dignity and respect.

We welcome everyone in our community to share, with pride, the accomplishments of our students. If you would like to visit our school, please contact the principal's office at 649-7081. Parents need to make appointments before visiting teachers or their classrooms. All visitors must be admitted by an office attendant and sign in at the main office. ID stickers are required.

The CJHS school day begins at 8:00, and dismisses at 3:05. Students in the building before 7:50 or after 3:15 are to be under the supervision of school personnel. Students arriving at school before 7:50 need to report to the commons area. Students are permitted in the hallways at 7:50.

### SOME FACTS ABOUT CARL JUNCTION HIGH SCHOOL

Carl Junction R-1 School District is accredited by the Missouri Department of Elementary and Secondary Education. Our school maintains an emphasis and commitment to excellence, and provides an environment where all students can learn.

#### PERFORMANCE

Credits – CJHS offers approximately 150 credits with emphasis in college and career prep pathways.

Test Results – 65.8% of the class of 2021 took the ACT exam. The composite score for this class was 22.0.

Advanced Training - Approximately 48% of our 2021 graduates attend four-year colleges or universities, and 14% attend two-year colleges or technical institutions.

Faculty - The teachers at CJHS average 15 years of teaching experience. The percentage of instructional staff that have advanced degrees is 63%.

Student/Teacher Ratio - Our average student/teacher ratio, excluding special programs, is 21-1.

#### SPECIAL FEATURES

- An eight-block delivery system
- Designated as an A+ school
- Comprehensive Special Education/Special Services
- A diversified curriculum
- A student to computer ratio of 1:1
- A comprehensive testing and scholarship program
- AP and Dual Credit Courses, and the opportunity to earn an associate degree while attending high school
- Project Lead the Way offerings in Engineering Principles and Design
- Technical school opportunities at Franklin Technology Center and Carthage Technical Center
- Launch, an online learning platform offered through a partnership with Springfield Public Schools
- The opportunity to earn a varsity letter in Athletics, Music, Speech/Drama, Knowledge Bowl, and Academics
- An Honors Curriculum that, coupled with a 26 or higher ACT and 3.5 g.p.a., qualifies students for the President's Award for Educational Excellence.
- C.J.U., MO Options, and Flex alternative educational options designed to meet the individual needs of students.

#### OVERVIEW OF CONTENTS

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

This handbook seeks to provide a clear statement of the expectations the Carl Junction R-1 School District has for its students, and the consequences that will follow when deviations from these expectations occur. It is intended to ensure a safe and

orderly environment for learning, and to prevent actions which might interfere with the school's educational mission. The great majority of Carl Junction High School students demonstrate good behavior while participating in the educational program. However, a guide is useful in providing pertinent information for students, parents, staff, and other individuals involved with, or interested in, student behavior at CJHS.

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

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

## NOTICE OF NON-DISCRIMINATION

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

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

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

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

## PUBLIC NOTICE

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

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

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

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

### PARENTS'/GUARDIANS' RIGHT TO KNOW

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

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

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

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

### PPRA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ACCOUNTABILITY REPORT CARDS

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

### TRAUMA-INFORMED SCHOOLS

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

## SUICIDE AWARENESS & PREVENTION

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

## HOMELESS, MIGRATORY, ENGLISH AS SECOND LANGUAGE STUDENTS

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

## FREE AND REDUCED LUNCH ELIGIBILITY

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

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

## STUDENT HEALTH

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

## NUTRITION GUIDELINES

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

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

## ASBESTOS IN OUR SCHOOL BUILDINGS

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

## PUBLIC COMPLAINTS

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

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

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

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

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

## FEDERAL PROGRAMS COMPLAINT PROCEDURES

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

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
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<b>Complaints filed with LEA</b>	<b>Complaints filed with the Department</b>
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)?	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?
<b>Appeals</b>	
9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

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

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

Any individual or organization may file a complaint.



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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

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

## **CARL JUNCTION R-1 SCHOOL DISTRICT PHILOSOPHY AND GOALS**

### DISTRICT PHILOSOPHY

A democratic society depends upon a public education designed to prepare students to become productive members of society. Carl Junction Public Schools strive to provide an environment which recognizes each student as a unique individual with special abilities. Addressing these abilities requires a curriculum that promotes the intellectual, physical, social, and career

development of all students on a level commensurate with their capabilities, thus preparing responsible citizens accountable for their own actions.

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

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

## DISTRICT GOALS

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

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

- Intellectual Development

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

- Physical Development

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

- Social Development

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

- Career Development

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

## CARL JUNCTION HIGH SCHOOL PROCEDURES, POLICIES, AND RULES

### CAMPUS HOURS

The high school building will be open for students at 7:00 am and will close at 3:30 pm. Any student in the building other than during regular school hours must be under the supervision of a teacher or sponsor. Upon arrival at school, students are to enter the north or south main doors and report to and remain in the Commons Area or Gymnasium until 7:50. Please do not drop off or leave children at the school during unsupervised periods as the Carl Junction R-1 School District is not responsible for supervising students outside the stated times.

#### CJHS BELL SCHEDULE

Blocks 1 and 5: 8:00 - 9:30  
Blocks 2 and 6: 9:35 - 11:05  
Blocks 3 and 7: 11:10 - 1:00  
Blocks 4 and 8: 1:05 - 2:35  
Homeroom 2:40 - 3:05

#### CJHS LUNCH SCHEDULE

A Lunch 11:05 - 11:30  
B Lunch 11:35 - 12:00  
C Lunch 12:05 - 12:30  
D Lunch 12:35 - 1:00

#### FRIDAY BELL SCHEDULE (1:55 dismissal)

Blocks 1 and 5 8:00 – 9:20  
Blocks 2 and 6 9:25 – 10:40  
Blocks 3 and 7 10:45 – 12:35  
Blocks 4 and 8 12:40 – 1:55

#### FRIDAY LUNCH SCHEDULE

A lunch 10:40 – 11:05  
B lunch 11:10 – 11:35  
C lunch 11:40 – 12:05  
D lunch 12:10 – 12:35

#### EARLY OUT BELL SCHEDULE (11:15 dismissal)

Blocks 1 and 5 8:00 – 8:45  
Blocks 2 and 6 8:50 – 9:35  
Blocks 3 and 7 9:40 – 10:25  
Blocks 4 and 8 10:30 – 11:15\*

\*Sack lunches may be pre-ordered will be available for pick-up by students at dismissal

# RED AND WHITE DAYS

Inclement weather and other changes WILL NOT cause changes to the RED and WHITE day schedule. RED and WHITE days are assigned before the school year begins and will only be changed by the administration. If a change is necessary, notification will occur as soon as possible (see below for exact days). **R = Red Day** (blocks 1-4) **W = White Day** (blocks 5-8)

**CJ Days:** School dismisses 1 hr. & 10 min. early unless noted. Staff & Students wear Red & White or Bulldog Gear.

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8/8 First-Year Teacher Inserv.	7	8	9	10	11	12
8/9-11 New Teacher Inservice	14	15	16	17	18	CJ 20
8/15-19 Teacher Inservice	21	22R	23W	24R	25W	26R
8/22 Classes Begin	28	29W	30R	31W		

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1R	2W	3
9/5 NO SCHOOL-Labor Day(Staff/Std)	4	5	6R	7W	8R	9W
	11	12R	13W	14R	15W	16R
	18	19W	20R	21W	22R	23W
	25	26R	27W	28R	29W	30R
						1

OCTOBER 2022						
S	M	T	W	T	F	S
2	3W	4R	5W	6R	7W	8
9	10R	11W	12R	13W	14R	15
10/18 End of 1st qtr. (41 days)	16	17W	18R	19W	20R	21W
	23	24R	25W	26R	27W	28R
10/31 Early out 11:30/students	30	31W				

NOVEMBER 2022						
S	M	T	W	T	F	S
		1R	2W	3R	CJ	5
11/1 P/T Conf. (4-8 pm)	6	7W	8R	9W	10R	11W
11/3 P/T Conf. (4-8 pm)	13	14R	15W	16R	17W	18R
11/4 No School staff or students	20	21	22	23	24	25
11/21 - 25 Thanksgiving Break	27	28W	29R	30W		

DECEMBER 2022						
S	M	T	W	T	F	S
				1R	2W	3
12/20 End of Second Qtr. ( 39 days)	4	5R	6W	7R	8W	9R
12/20 Early out 11:30	11	12W	13R	14W	15R	16W
Christmas Break 12/21-1/3	18	19R	20W	21	22	23
	25	26	27	28	29	30
						31

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4R	5W	6R	7
8	9W	10R	11W	12R	13W	14
15	16	17R	18W	19R	20W	21
22	23R	24W	25R	26W	27R	28
29	30W	31R				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1W	2R	3W	4
5	6R	7W	8R	9W	10R	11
12	13W	14R	15W	16R	17W	18
19	20	21R	22W	23R	24W	25
26	27R	28W				

MARCH 2023						
S	M	T	W	T	F	S
			1R	2W	3R	4
5	6W	7R	8W	9R	10W	11
12	13R	14W	15R	16W	17R	18
19	20	21	22	23	24	25
26	27W	28R	29W	30R	31W	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3R	4W	5R	6W	CJ	8
9	10R	11W	12R	13W	14R	15
16	17W	18R	19W	20R	21W	22
23/30	24R	25W	26R	27W	28R	29

MAY 2023						
S	M	T	W	T	F	S
	1W	2R	3W	4R	5W	6
7	8R	9W	10R	11W	12R	13
14	15W	16R	17W	18R	19W	20
21	22R	23W	24R	25W	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## CLOSED CAMPUS

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

## BREAKFAST AND LUNCH

Student meal prices are \$1.35 for breakfast and \$2.75 for lunch. Students may purchase a la carte selections from the cafeteria. Students cannot buy food for other students. Students are not allowed to leave campus to obtain lunch or have lunches delivered to them.

Money may be credited to your student's lunch account through the parent portal with a PayPal account. Minimum \$2.00 deposit.

- Parents are encouraged to complete the National School Lunch Program application for free and reduced breakfast and lunch.
- When the balance drops below \$5.00, parents will receive an automated phone message and email on Monday through Thursday evenings until the balance is increased to at least \$5.00.
- When students' account balances are below negative \$3.00, school personnel will attempt to contact parents by phone.
- HS students will not be allowed to charge meals and carry a negative balance on their lunch account.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The District will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the District otherwise. The District will also release directory information without parental consent unless the parent/guardian notifies the District otherwise. Even if parents or eligible students notify the district in

writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law.

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

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

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

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

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

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

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

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

## STAFF/STUDENT ELECTRONIC COMMUNICATION

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

## VISITATION

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

## HALL PASSES

Students are not to leave the classroom during class time without permission from their teacher. Any time students leave the classroom, they must have a hall pass.

## PUPIL INFORMATION OR CHANGE OF ADDRESS

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

## CURRICULUM & INSTRUCTION

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

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

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

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). An application must be submitted each semester that virtual classes are requested. The request dates for virtual instruction are August 1 - 14 for the fall semester. Spring semester requests can be made November 28 - December 11.

The schedule request deadline for in-person fall semester courses is the third day of school. Requests for spring semester courses must be submitted by the last day of regular classes before fall semester finals begin. For more information please click on the following link [Policy IGCD](#).

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

## CAREER READINESS

Students can find information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education by clicking on the following link; <https://dese.mo.gov/college-career-readiness/school-counseling/legislation>.

## MEDICATION

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

## Prescription Medication

1. The student's physician shall provide the school with a written request that the student is given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name.
2. The parent/ guardian will provide a written request that the school comply with the doctor's request.
3. Parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school.
4. The district will not administer the first dose of medicine. Medicine should not exceed a 30-day supply.
5. The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events because these products remain prohibited under federal law.
6. Students 18 years or older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by nursing staff for the treatment of epilepsy. Students who have a prescription for medication containing CBD will be permitted to possess and administer the prescription medication in accordance with [Policy JHCD](#).

## Over-the-Counter Medication

1. Students must bring the medicine (Advil, aspirin, allergy pills, vitamins, supplements, etc.) to the office and have written parental permission to take it. State law prevents students from keeping the medicine themselves. Students will be disciplined according to the possession of drug/alcohol policy in the student handbook for carrying medication.
2. With written parental permission, office personnel will administer the medicine on an as needed basis. Office personnel will not administer any medicine unless it is stored in the office.  
Permission for students to self-administer medication for asthma or other potentially life-threatening respiratory illnesses must be granted by the Board of Education (see JHCD of Board Policy).

## HEALTH SCREENINGS

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

## ACCIDENTS AND SAFETY

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

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

## FIRE, TORNADO, & EARTHQUAKE DRILLS

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

### **FIRE DRILL: SIGNAL IS FIRE ALARM . . . BACKUP IS LONG RING**

Rooms 106, 108, 110, 112, Gym, Locker rooms,  
Multipurpose facility

Exit door G8 to parking lot

Rooms 114, 116, 200, 201, 202

Exit door G3 to parking lot

Rooms 203, Administration office,  
Counselors' office, & Library

Exit door G1 to parking lot



Rooms 206, 207, 208, 209, 210, 301, 302, 303, 304 & Nurse's Office	Exit door G27 to parking lot
Rooms 211, 212, 213, 214, 215, 500, 501, 502	Exit door G26 to parking lot
Rooms 216, 217, 218, 219	Exit door G25 and across road
Rooms 412, 413, 414, 415	Exit door G22 and across road
Rooms 305, 306, 307, 308, 309, 310, 405, 406	Exit door G20 to parking lot
Rooms 400, 401, 402, 403, 404, & Commons	Exit door G19 to track
Rooms 407, 408, 409, 410, 411, 503, 504, 505	Exit door G21 to parking lot

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

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

All classes will take shelter in the multipurpose facility using the following access routes. The first groups of students entering the safe room should move to the south end of the room, and the room should fill from south to north. Students from the JH, the HS band room, and the 100 hallway of the HS should use the left side of the 100 hallway and fill in the east side of the safe room first. Students from the rest of the HS should use the right side of the 100 hallway and fill up the west side of the safe room first.

Rooms 106, 108, 110, 112, 114, 116, 200	Use 100 hallway and exit into safe room; stay on LEFT side of corridor and safe room.
Commons area, Gym, & Locker rooms	Exit gym into 100 hallway and exit building into safe room. Stay on LEFT side of corridor and safe room.
Room numbers 201 - 219, 302, 304, 501, 502, Library, Administrative office, Counseling office	Use 200 hallway, turn right into 100 hallway and exit into safe room; stay on RIGHT side of corridor and safe room.
Room numbers 400 - 415, 303, 305 - 310, 503 - 505	Use 400 Hallway into commons & enter gym through SW doors. Use SE gym doors to enter 100 hallway and exit into safe room. Stay on RIGHT side of corridor and safe room.

Teachers, please take your attendance/grade book as you leave your rooms.

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

If indoors:

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

If outdoors:

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

Procedures following the earthquake:

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

## CALENDAR OF EVENTS

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

## DAILY ANNOUNCEMENTS

Routine announcements will be made daily at the start of 1<sup>st</sup> and 5<sup>th</sup> block. Announcement requests must be e-mailed by teachers to Mrs. Woody by 2:30 pm the day before the announcement is to be made.

## BULLETIN

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

## TELEPHONE

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

## DELIVERIES

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

## SCHOOL DANCES

Students will not be allowed to leave and re-enter any dance. No loitering will be allowed around the outside of the building in which the dance is held. School dances will terminate no later than 11:30 pm. Only current CJHS students in good standing (not ISS or OSS) and their dates (not ISS or OSS) will be allowed. No junior high students may attend high school dances. You must have been in school the day of the dance to attend unless administrative approval has been obtained. No student who has been suspended, expelled, or who has dropped out of CJHS may attend (even as a guest) unless he/she is currently enrolled at another school, is serving in the military, has completed a GED, or is enrolled in college. No individual who has reached the age of 21 will be allowed to attend dances as the guest of a student. Any other exceptions must be approved by the principal. Verification of current enrollment is the student's responsibility. All guests must be registered at the door. Remember, you are responsible for your guest. Any student at the activity not conducting himself or herself in a proper manner, as interpreted by the chaperones, will be asked to leave. Misconduct will be reported to the administration.

## ASSEMBLIES

Students' behaviors should be refined and courteous at all times during an assembly. Attendance is mandatory for all students enrolled in the block during which the assembly is scheduled. Students are not allowed to go back to classrooms without the teacher being present. Teachers will lock their classroom doors when attending an assembly. The conduct of a school's student body at an assembly is a reflection of its culture. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking.

## GUIDELINES FOR EXTRACURRICULAR TRIPS AND ACTIVITIES

1. Any student participating in a school activity or riding a bus to and from that activity is subject to the rules and regulations of the school.
2. If any student's behavior is detrimental to the safety of the bus, his/her parent will be called to pick him/her up, and he may not be allowed to ride the bus to school sponsored activities again.
3. Any student who rides a bus to a school sponsored event MUST ride the bus on their return trip. Exceptions to this can only be made by the administration.

4. Students will not be allowed to drive their own cars to school sponsored events. Exceptions to this may only be made by the administration.
5. Students must pay all fines and fees the day before the trip or activity in order to participate.
6. Students must have turned in a signed Drug Testing Consent Form at the beginning of the school year in order to participate in field trips and/or activities.

## **CARL JUNCTION HIGH SCHOOL COUNSELING OFFICE INFORMATION**

### ENROLLMENT

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

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

### WITHDRAWAL PROCEDURE

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

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

### PLANNING GUIDE

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

### REPORT CARDS AND PROGRESS REPORTS

A progress report is generated in each subject at the midterm and at the end of each quarter. The semester average is recorded on each student's transcript. Semester grade cards will be distributed to the students as soon as possible following the close of the reporting period. Quarterly and mid-term progress reports can be viewed through the parent portal. Parents of students with failing grades are encouraged to personally contact the teacher.

### Tyler SIS ONLINE GRADING PROGRAM

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

Pre-posting of Due Dates:

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

Posting of Grades:

- Grades for daily assignments and quizzes will be posted and updated on a weekly basis.
- Major tests and/or projects will be graded and posted within two weeks of the due date.

- Research papers will be graded and posted within three weeks of the due date. (In all cases, teachers will make every attempt to post grades as soon as possible, however, the above posting guidelines will be used as the maximum time between due dates and postings.)

### MANDATORY SEMESTER TESTS

All students are required to complete comprehensive exams in each class to assess learning at the end of each semester. These tests will be administered during the final few days of the semester. Specific dates and times will be announced. Exceptions to the semester test policy must have administrative approval.

### TEXTBOOK FEES

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

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

### LOCKERS

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

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

## **CARL JUNCTION HIGH SCHOOL SPECIAL PROGRAMS**

### THE A+ SCHOOLS PROGRAM

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

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

#### Goals of an A+ School . . .

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

#### A+ Financial Incentives . . .

Eligible Carl Junction High School students may receive two years of free tuition, books, and fees from any Missouri public community college, vocational school, or technical school. Graduates are eligible to receive financial reimbursement if they:

- Are a U.S. Citizen, or permanent resident;
- Enter into a written agreement with the A+ designated high school prior to high school graduation;
- Attend a designated A+ School for any two of the four years prior to high school graduation.
- Maintain a GPA of 2.5 on a 4.0 scale;

- Maintain a high school attendance record of 95%;
- Tutor or mentor other students for 50 hours of which up to 25% may include job shadowing;
- Complete drug consent form;
- Maintain a record of good citizenship and avoid the unlawful use of drugs;
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end-of-course exam;
- Attempt to secure all available federal financial assistance funds that do not require payments; and
- Plan to enroll in and attend, on a full-time basis, a Missouri public community college, technical school, or participating institution, maintaining a GPA of 2.5 or above.

#### FRANKLIN TECHNOLOGY CENTER, CARTHAGE TECHNICAL CENTER, and CROWDER JOPLIN CAMPUS (AMT PROGRAM)

Attending Franklin Technology Center, Carthage Technical Center, or Crowder College is a privilege and carries with it certain responsibilities. Carl Junction R-1 spends over \$150,000 per school year to give students this opportunity. Please take advantage of the opportunity to experience fields of learning that are not offered on the Carl Junction campus.

1. Bus transportation is provided and required. Students attending off-campus classes must ride the bus unless excused by the high school administration. Students missing the bus will not be allowed to drive without written administrative authorization and will spend the remainder of their off-campus blocks in ISS. Students that drive/ride without permission will be considered tardy at CJHS for the first block of the day and receive detentions, ISS and/or possible dismissal from the program.
2. Attendance at Franklin Tech, Carthage Tech, or Crowder College may not always correspond with CJHS. Students are expected to attend classes according to the FTC, CTC, or Crowder calendar.
3. Students are allowed to miss up to 18 days during the year (9 per semester) at Franklin Tech. After exceeding this number, the student may lose credit in the class. At Carthage Tech, a student can forfeit credit after the 7<sup>th</sup> absence, or 10<sup>th</sup> absence for a course that meets every day.
4. Attendance at Franklin Tech, Carthage Tech, or Crowder College does not excuse the student from application of the CJHS discipline code. Students must also follow rules established by Joplin/Carthage school districts or Crowder College.
5. Students who choose to enroll in classes at FTC, CTC, or Crowder College will not be eligible for early graduation. These programs require two full years of attendance in order for students to achieve certification.

#### STUDENT COUNCIL

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

#### STUDENT CLUBS/ACTIVITIES

Student-led clubs and activities at Carl Junction High School are designed to provide additional opportunities for students to develop abilities in areas of special interest. These activities are designed to enrich the student experience and promote the mission and values of Carl Junction High School.

In order to initiate a student club, a completed application must be submitted to school administration for approval. Existing clubs must submit a renewal application annually by May 15. New club applications must be submitted by September 30 to be considered for the current school year. (This process does not apply to co-curricular organizations or national honor societies.)

[CLUB REQUEST FORM](#)

#### NATIONAL HONOR SOCIETY

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

- Scholarship: Cumulative GPA must be at least 3.5 (B+) through the first semester of junior year;
- Service: School, church, and/or community activities (evaluated on a point basis from information submitted by the candidate); NHS members are required to complete a service project.
- Leadership: Offices held, honors, awards, work record, and home responsibilities (evaluated on a point basis from information submitted by the candidate); and
- Character: Evaluated on a point basis from information submitted by the faculty.

### MSHSAA ACTIVITIES ACADEMIC REQUIREMENTS

To participate in any interscholastic activity sponsored by MSHSAA (athletics, cheerleading, dance, music, speech and drama and knowledge bowl), a student in Grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3.5 units of credits or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.5 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.

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

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

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

### CJHS and CENTRAL OZARK CONFERENCE SPORTSMANSHIP GUIDELINES

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

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

Administrators must use their best judgment in determining appropriate behavior and may require students and spectators to modify behavior in order to abide by the above guidelines. Failure to abide by the above guidelines could result in removal from the activity/contest, suspension from future events, as well as consequences that ultimately include out-of-school suspension.

## LETTERING POLICY

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

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

1. The student must have a 3.5 GPA for the year with no grade of D, W, F, or I.
2. Four credits per year must satisfy either the definition of core curriculum (math, science, social studies, and language arts) or foreign language.

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

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

## **CARL JUNCTION HIGH SCHOOL ATHLETIC DEPARTMENT**

### CITIZENSHIP POLICY

Students who represent Carl Junction R-1 School District in interscholastic activities must be creditable citizens. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

- a. Law Enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute, shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs or alcohol. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation, and remains pupil under general probation only, local school authorities shall determine eligibility.
- b. Local School:
  1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties. This includes detention, night school, in-school suspension, and/or out-of-school suspension.
  2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
  3. A 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.
  4. If a student misses class(es) without being excused by the athletic director, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
  5. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and responsibility to judge its students under those standards.
  6. Each school shall diligently and completely investigate any issue that could affect student eligibility.

## Citizenship Standards:

1. Alcohol and Drugs—Student participants are expected to lead a drug and alcohol-free lifestyle. The possession, use, or distribution of alcohol, drugs, narcotics, hallucinating agents, controlled substances, illegal substances or contraband by participants in the activities program, at any time or any location, is prohibited. This prohibition includes any illegal performance-enhancing drugs, as well as the misuse of over-the-counter medications and/or prescription medications.
2. Tobacco/Vape—Possession, distribution, or use of tobacco/vape or tobacco/vape products in any form, including smokeless nicotine cigarettes, is prohibited.
3. Eligibility for other activities—In the event the duration of a suspension carries beyond the close of a season, the participant may try out for another activity. The balance of any suspension will carry over to the next activity and season in which the student participates. The student will be ineligible to participate in any practice and/or contest while serving in-school suspension and/or out-of-school suspension.
4. Application—The standards outlined are in effect for students in grades 9-12. Infractions accumulate during the period of time a student is enrolled at these grade levels. Every student enrolled is a potential student participant and is subject to the standards and consequences as outlined above, although at the time of infraction, the student is not actively participating in an activity. Students violating components of the citizenship code shall be subject to disciplinary actions. These general and specific citizenship standards apply to the students 365 days a year, twenty-four hours a day, whether on campus or off, until all extracurricular and co-curricular activities in the participant’s High School career have been completed.
5. Right of Appeal—A student may appeal any disciplinary consequence according to Carl Junction R-1 Board Policy.

Infraction	1st offense	2nd offense	3rd offense	4th offense
Alcohol (use, possession, under the influence, and/or distribution)	Suspension from two contest weeks	Suspension from contests for 90 school calendar days*	Suspension from contests for 180 school calendar days	Permanent Restriction
Drug (use, possession, under the influence, and/or distribution)	Suspension from all activities and athletics for 9 weeks	Suspension from all activities and athletics for 52 weeks	Permanent Restriction	
Tobacco/Vaping (use, possession, and/or distribution)	Suspension from one contest week	Suspension from contests for 30 school calendar days	Suspension from contests for 90 school calendar days	Permanent Restriction
In-school suspension and/or Out-of-school suspension	The student will be ineligible to participate in any practice and/or contest while serving in-school suspension and/or out-of-school suspension.			
Violations of Law (felony)**	For all infractions: Suspension from participation for an alleged violation. Reinstatement upon acquittal. Permanent restriction upon conviction			
Violations of Law (misdemeanor)**	For all infractions: Students may be suspended from participation at the direction of review committee comprised of the Principal, Athletic Director, Coach, and/or Sponsor.			

\*This can be reduced to 45 days if the student undergoes five hours of drug/alcohol counseling or rehabilitation at parent expense.

\*\*The student is expected to immediately report any violation of law to the Athletic Director.

## DRUG TESTING POLICY

Each student participating in extracurricular and/or co-curricular activities shall be required to enroll in the drug testing pool. Students will receive copies of the “Student Extracurricular and/or Co-Curricular Activities Drug Testing Policy” and “Student Extracurricular and/or Co-Curricular Activities Drug Testing Consent” form which shall be read, signed, and dated by the student and parent or guardian. Students must turn in the “Student Extracurricular and/or Co-Curricular Activities Testing Consent” form to the high school office by the announced due date in order for the student 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 for the remainder of the school year. Transfer students will be placed in the testing pool within one week of enrolling in the Carl Junction School District if they intend to participate in extracurricular and/or co-curricular activities.

## END OF COURSE ASSESSMENTS

Student/Parent Notification of Statewide Assessments:

Our district will implement end of course assessments in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The [CJ R-1 Assessment Policy](#) is available online or in the Central Office for viewing, as well as on our district website under *Our District/Academics/Assessment*.

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

Missouri law does not permit students to opt out of statewide assessments.

## HOMEROOM

Homeroom serves as an extension of the academic day to provide students time for study or to receive direct assistance from teachers.

Homeroom guidelines:

1. Homeroom will take place Monday - Thursday from 2:40 - 3:05.
2. No Homeroom on Fridays
3. Students will report to Homeroom as they report to other classes; tardies will be issued if students are late to Homeroom.
4. No movement to other classrooms will be allowed during Homeroom, unless a student has an F in a particular class, as indicated by the quarterly progress report OR by a teacher at another time. Student movement to other classes during Homeroom will be directed ONLY by teachers, and students will not be allowed to leave Homeroom unless they are directed to do so by a teacher. A pass or electronic communication will be issued by the receiving teacher.
5. Students causing problems during Homeroom will be disciplined according to the Discipline Code.
6. No movement at all will be allowed during the first three weeks of school.
7. No movement at all will be allowed to or from academic intervention classes without teacher permission.
8. Limited class/activity/organization meetings will be held during Homeroom (senior class meeting to order caps & gowns, college representative visits, etc.). These MUST be cleared through the activity director, Mr. Neria.
9. Students on A/B Early Release will not be released from homeroom until 2:45pm.

## WORK PERMITS

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

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

\*Work Permits are a state document of the Missouri Department of Labor and Industrial Relations

## **CARL JUNCTION HIGH SCHOOL ATTENDANCE RULES**

In order to receive maximum benefit from the educational opportunities offered at Carl Junction High School, all students are expected to attend school regularly. Lifelong habits, which will follow our students throughout their professional and personal lives, are formed by regular school attendance. Cultivating this habit of regular school attendance is a shared responsibility between the school, the parents, and the student. In addition to the specific academic requirements in each class, students must maintain an attendance rate of 90 percent. If attendance falls below 90%, the student may be withdrawn from the class for the rest of the semester and may

receive a grade of "W". Ninety percent attendance may be achieved by missing no more than four (4) times from each block per semester. Policy exceptions will be granted for extenuating circumstances only. Extenuating circumstances are to be determined by administration and/or the attendance committee.

Carl Junction High School does not attempt to distinguish between excused or unexcused absences. However, absences for a school-sponsored or school sanctioned activity WILL NOT BE counted toward the four allowable absences. Absences resulting from Health Department-issued Quarantine or Isolation orders WILL NOT BE counted toward the four allowable absences. Any truancy WILL BE counted toward the four allowable absences. All other absences (illness, appointments, funerals, etc.) WILL BE counted toward the four. Doctor notes DO NOT excuse an absence but should be turned in to the office to help prove an extenuating circumstance. Parental notes and calls are needed and appreciated to re-admit the student after an absence or to alert us before the absence, but DO NOT excuse the absence. If you feel your child has an extenuating circumstance, please notify the appropriate administrator (Dr. Keller for students with last name A-K; Mr. Mayes for students L-Z).

When a student's attendance is in danger of falling below 90% in any class, an administrator will talk with the student personally. Upon the third absence from any block, a letter will be sent to the parents reminding them of the attendance policy and outlining the record of absences. When a student reaches five (5) absences the parent will receive a letter notifying them that their student has exceeded the four days of allowed absences. Upon review, the student may receive no credit and a grade of "W" in the specific class(es), or an attendance contract may be offered to the student. The student will be able to accept the contract or appeal the decision.

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

\*EMANCIPATION - Only students who are *legally emancipated* may sign school permission, consent, enrollment and/or absence forms in place of their parent or legal guardian (*legal documentation is required*). Students who are 18 years old are still required to have parents clear their absences.

### SPECIAL ABSENCES

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

### "SKIP DAYS"

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

### VERIFYING ABSENCES

All student absences must be verified by a parent or guardian. Parents may call the office, or students may return to school with a note. It is each student's responsibility to ensure that their absence has been cleared before returning to class. Any student who returns to class without clearing their absence will be considered unprepared for class, and receive disciplinary consequences accordingly.

### MAKE-UP WORK

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

## **BULLDOG CODE OF CONDUCT**

### Responsibility

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

### Respect

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

### Safety

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

## **CARL JUNCTION HIGH SCHOOL DISCIPLINE POLICY AND GUIDELINES**

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

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

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

1. The local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district during normal business hours for public inspection;
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local Board of Education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged;

3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, and during intermission or recess periods; and
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

### SPECIAL EDUCATION/HANDICAPPED

“Handicapped and/or Special Education students are not exempt from the disciplinary process, nor are they entitled to participate in district programs when their behavior significantly disrupts the educational process for other students or impairs the good morale or conduct of other students. However, it will be necessary to determine whether the behavior exhibited is related to the student’s handicapping condition.” - Carl Junction R-1 School District Compliance Plan Public Law 94-142. For specific guidance refer to the compliance plan’s policy on Discipline/Suspension/Expulsion Handicapped Students.

### DUE PROCESS - YOUR RIGHT OF DUE PROCESS

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until the facts have been presented by everyone involved and a judgment has been made. There are certain procedures which school officials must follow prior to taking appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school’s actions. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

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

### DISCIPLINE POLICY AND DEFINITIONS

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

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

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

### CORPORAL PUNISHMENT

Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Carl Junction R-1 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

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

### STUDENT SEARCHES

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

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

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

## AUDIO/VISUAL RECORDING

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

## MISCONDUCT DEFINITIONS

### ACADEMIC DISHONESTY

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

#### CHEATING includes:

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

Securing copies of a test or answers to the test in advance of the test

### FORGERY/LYING

Writing or giving false or misleading information to school officials.

### PLAGIARISM

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

#### Direct plagiarism:

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

#### Indirect plagiarism:

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

## ACTS OF SCHOOL VIOLENCE

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

## ALCOHOL AND DRUGS

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

## ARSON

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

## ASSAULT

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

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

Appropriate law enforcement officials will be notified and the student will be taken off of school property as this can be considered a Class C Felony, at minimum.

## ASSAULT ON SCHOOL PERSONNEL

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

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

Appropriate law enforcement officials will be notified and the student will be taken off of school property as this can be considered a Class C Felony, at minimum.

## AUTOMOBILE MISUSE

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move a car at request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property can result in discipline.

All student driven vehicles must be registered in the office and have a parking tag in plain view. Cars parked on school property may be subject to search upon reasonable suspicion that there is a violation of school policy. If at all possible, the student will be present during the search.

## BUS MISCONDUCT

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

## CELL PHONES/PERSONAL ELECTRONIC DEVICES

Possession of cell phones and other personal electronic devices will be allowed with the expectation of these devices being turned off during school hours. Electronic devices that are turned on during school hours will be considered a classroom disruption. Cell phones and other personal electronic devices cannot be used during school hours unless authorized by an administrator due to an

extenuating circumstance. Teachers may also authorize the use of cell phones or other electronic devices in their classrooms as a part of instructional activities. Cell phones and other electronic devices must be used under the supervision of a staff member and cannot be used in restrooms or locker rooms at any time. Any student found using his or her phone or other electronic device in violation of this policy will be disciplined according to the high school discipline code. The device will be confiscated and returned to the student at the end of the school day. Phone calls during school hours are to be made through the office after receiving administrative approval. Email, Internet etc. will not be allowed and the high school computer violation policy will be applied. The responsibility for these devices rests solely upon the owner of the equipment. The school is not responsible for lost or stolen items.

#### CLOSED CAMPUS

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

#### DEFIANCE OF AUTHORITY

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

#### DISRESPECTFUL CONDUCT OR SPEECH ON SCHOOL PERSONNEL

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

#### DISRUPTIVE CLASSROOM SPEECH OR CONDUCT

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

#### DISRUPTIVE SCHOOL SPEECH OR CONDUCT

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

#### DRESS CUTS-PHYSICAL EDUCATION

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

#### EXPLOSIVE DEVICES

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

#### EXTORTION

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

#### FAILURE TO ATTEND DETENTION

Failure to serve detention by the specified date.

#### FAILURE TO ATTEND THURSDAY NIGHT SCHOOL

Failure to attend Thursday night school by the specified date.

#### FALSE ALARMS

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

#### FIGHTING

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

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

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

**FORGERY/LYING**

Writing or giving false or misleading information to school officials.

**FOOD/BEVERAGE POLICY**

No student shall bring any open beverage container (cups, bottles, thermos, mouthwash etc.). Students are not permitted to have opened food or drinks in the halls, classrooms, or lockers. If the food or beverage is for the student's lunch then the items need to remain sealed and should not be consumed in the hallways and must be left in the locker until the lunch period begins.

**GAMBLING**

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

**INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

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

**INAPPROPRIATE/DISCRIMINATORY SPEECH/CONDUCT**

Verbal, written, pictorial, symbolic language or gesture(s), that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in education settings, involves obscene or indecent exposure. This includes but is not limited to word or actions of discrimination or harassment in accordance with [board policy JG-R4](#) & [board policy AC](#).

**SEXUALLY INAPPROPRIATE BEHAVIOR**

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

**INAPPROPRIATE SEXUAL SPEECH/CONDUCT**

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

**TARDY**

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

**THREATENING OR HARASSMENT OF OTHER STUDENTS**

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

**THEFT**

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



## TOBACCO/VAPE

The use and/or possession of tobacco/vape in any form is prohibited. This includes lighters, matches, and other contraband, including smokeless nicotine cigarettes (e-cigs, juuls, or other vapor cigarettes) and their accessories. This means on school property, at a school function, or any school activity or event held away from our school.

## TRUANCY

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

## UNPREPARED

Arriving to class without proper materials, including arriving to class after an absence without proper clearance from the office.

## VANDALISM

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

## VERBAL ASSAULT ON SCHOOL PERSONNEL

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

## WEAPONS

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

## **ADDITIONAL RULES AND DEFINITIONS**

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

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

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

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

A Bullying Report Form may be obtained from the main office or from the counseling office and submitted to any of the following high school designated reporters/investigators: Building Principal, Kyle Williams, Assistant Principal, Nicole Keller or Assistant Principal, Shawn Mayes. Students can also access a reporting form directly through a link to Sprigeo on our school website or they can go to Sprigeo.com. After students complete the reporting form and click the "submit" button, report details are sent in a secure email to our school administrators.

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

### CAFETERIA RULES

1. Drinks and food are not to be taken out of the cafeteria.
2. Students are expected to arrive in the cafeteria on time and remain in that area until the end of the lunch period. Those wishing to leave the lunch room must ask a lunch room supervisor for permission.
3. The cafeteria is a public eating-place. Mannerly behavior is expected. Cutting in line is not allowed. Tables are to be left clean for the next lunch period. Discipline will be administered for such violations.
4. No more than eight people are allowed at any table.
5. Carry in orders and lunchtime visitors are not allowed.
6. Use only the restrooms located on the North end of the cafeteria during breakfast and lunch times.
7. Students are expected to clean up their area before leaving the commons area.

### DRESS AND GROOMING

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

1. Clothing, belts, jewelry, hats or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double meaning slogans.
2. Clothing, worn as outer garments such as skirts, shorts, and skorts, must be at least fingertip length. Violation could result in loss of privilege to wear shorts;
3. Mesh or any form of see through clothing and clothing exposing midriff;
4. Clothing designed with narrow shoulders must be at least three (3) inches wide. Strapless shoulders, low necklines are not allowed (examples include spaghetti straps, tank tops, beachwear, and shirts and blouses with excessive side openings) or any clothing that would display the stomach is not acceptable. The amount of skin displayed is the major criteria.
5. Undergarments (boxer shorts) worn as outer garments; pajamas, robes, house slippers, etc.
6. Clothes that are excessively tight, low cut, or torn/cut;
7. Hats, head coverings, and sunglasses worn inside the building;
8. Blankets, flags, or oversized garments worn as costumes, capes, or outerwear. in classrooms, common areas, or hallways
9. Backpacks must be left in lockers (not allowed in classrooms);
10. No chains over six inches may be worn;
11. No symbols, cut or dyed, will be allowed in the hair;

Appropriate personal grooming is conducive to a desired learning environment. Any practice judged distracting or disruptive will be dealt with on an individual basis. Any decision concerning questionable dress will be made by the administration. Any student violating the stated dress code will be required to change clothes and be assigned the appropriate discipline as outlined by the discipline code. The student will receive an absence for any class missed while obtaining a change of clothes.

### DRIVING AND PARKING REGULATIONS

1. All student vehicles parking on campus must be registered in the office. Based on availability of parking spaces, 350 parking tags will be sold each year, with preference given to Juniors and Seniors. In order to complete vehicle registration, students must present evidence of insurance, a valid license, and a signed drug test consent form.
2. Parking tags must be displayed in plain view. If a student changes vehicles (even temporarily) the new vehicle must be registered and the tag transferred appropriately. Students will be charged \$1.00 for a parking tag.
3. Students must use the south parking lot. Students may only park in other areas with administrative approval.
4. Do not remain in the parking lot after arriving there before school; go to the commons area. Depart the lot immediately after school, if not involved with a school function.
5. Students may not be in the parking lot during the school day, except by permission of the office.
6. Student vehicles or vehicles delivering or picking up students are not permitted in front of the high school.
7. The school is not responsible for automobiles or their contents. Students are encouraged to lock their car doors.

8. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband violating school policy is present.

### CARL JUNCTION R-1 COMPUTER USER'S POLICY

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

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand, and papers or books distributed for student use. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her assigned work; cheating is not permitted. Cheating is defined as sharing documents or disks, using articles, stories, or other works found online and presenting them as one's own, and/or allowing others to print one's work as their own.
3. The student is expected to stay on task and respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate/derogatory messages or threatening messages, will not be permitted.
5. Other prohibited activities include, but are not limited to:
  - a. Sending any unauthorized messages on the network.
  - b. Accessing software not authorized by the instructor.
  - c. Unauthorized or inappropriate entry or use of Internet, (i.e. network hacking, chat rooms, pornographic websites, websites explaining the development/construction/distribution of illegal materials/substances, etc.)
  - d. Use of disks from home or from other students. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited.
  - e. Unauthorized downloading of any program.

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

### CJHS STUDENT USE OF SCHOOL PROVIDED ELECTRONIC DEVICE

#### Classroom Use

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

#### Class Attendance without Device

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

#### Care and Storage of Device

- Students are responsible for beginning each school day with a fully-charged device.
- Students are responsible for safe transportation, storage, and care of the device.
- Transport device in school-issued bag at all times.
- Avoid extreme temperatures, especially in automobiles.
- Do not eat and drink near devices.
- Insert and disconnect accessory devices and power cords properly.
- Store device in a secured area.

#### Tampering of Devices

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

#### Inappropriate Classroom Use

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

#### Screensaver

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

#### Music, Games, or Programs

- Students must maintain the integrity of software and issued devices. Students are responsible for device and software corruption.
- All software and applications must be district provided or district approved.
- Students are not allowed to play music, games, etc. during school hours.
- Music and non-academic material stored or used inappropriately will be deleted.
- Violent games, music, inappropriate materials, and images are strictly prohibited and violation may result in disciplinary action.

#### CARL JUNCTION R-1 SCHOOL DISTRICT BUS SAFETY

The primary responsibility of the school bus driver is to safely transport students to and from school. Because the misbehavior of students can distract the driver from the safe operation of the bus, inappropriate behavior will not be permitted. The discipline code, which applies to an individual student, will be used as a guideline when discipline is necessary. However, because disruptions on a bus are much more dangerous to the safety of students than are disruptions in a classroom, students may expect more severe consequences. As an example, throwing paper in the classroom may disrupt the learning process while the same action on a bus could lead to a wreck causing injury or even death to many students. Therefore, the discipline for this type of misbehavior on the bus may be more severe than for this type of behavior in the classroom. Students must realize that they are to follow the driver's instructions when loading and unloading. While on the bus, students are to remain seated facing the front of the bus and talking quietly. Some of the behaviors considered unacceptable are:

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

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

All students who ride the bus home are expected to ride a shuttle bus from the high school to the elementary campus. Students who ride the bus home are not permitted to walk to the elementary campus. Students who fail to meet this expectation may be assigned to a homeroom teacher who will escort them to their shuttle bus. Bus students must go directly to the shuttle bus after school; they will load in the north parking lot and will leave at 3:11. Students are not allowed to loiter on the elementary campus. They are to go directly to their buses when they arrive.

#### EXPLANATION OF DISCIPLINARY ACTION

##### HIGH SCHOOL CONFERENCE

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

##### PARENT INVOLVEMENT

Parents or legal guardian(s) will be notified of most disciplinary offenses by automated phone call or personal contact (notification of tardies will not be given). School officials may seek parental assistance in solving the student's problem.

##### NO CONTACT AGREEMENT

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

## DETENTIONS

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

## THURSDAY NIGHT SCHOOL

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

## IN SCHOOL SUSPENSION (ISS)

Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher when appropriate. Students are allowed to make up work missed in their classes while in ISS. While in ISS, students will be given assigned work in addition to their schoolwork. It is the student's responsibility to bring books and materials to ISS as they will not be allowed to go to their locker while in ISS. Students in ISS will not be allowed to participate in any school activities until the total days of ISS have been served. These school activities include, but are not limited to, field trips, assemblies, contests, athletic events, dances, plays, etc. Any student not following the rules of ISS may be assigned out-of-school suspension (OSS). Students may be removed from ISS for not working, sleeping, talking, or any other disruptive behavior as determined by school personnel. Once returning from OSS, the student is required to finish the ISS time.

## OUT-OF-SCHOOL SUSPENSION

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

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

## LONG TERM SUSPENSION/EXPULSION

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

## CONFIDENTIALITY

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

## NEED TO KNOW

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

## REPORTING TO LAW ENFORCEMENT OFFICIALS

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

## STUDENT RESPONSIBILITIES

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

## STUDENT RIGHTS

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

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

Nature of Offense	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation	7th Violation
1a. Tardies per Quarter 1b. Unprepared per Quarter	warning	detention	night school	1 day ISS	3 days ISS	5 days ISS	2 days OSS
2. Dress Code Violation	Warning/student conference	Warning/parent conference	detention	night school	1 day ISS	3 days ISS	5 days ISS
2a. Inappropriate display of affection b. Closed Campus violation c. Food and Beverage violation	detention	detention	night school	1 day ISS	3 days ISS	5 days ISS	3-5 days OSS
3a. Disruptive classroom speech or conduct b. Use of cell phone or electronic device	detention	night school	1 day ISS	3 days ISS	5 days ISS	10 days ISS	3-5 days OSS
4. Failure to attend detention	night school						
5. Failure to attend night school	1 day ISS	3 days ISS	5 days ISS	1-3 days OSS	3-5 days OSS	5-10 days OSS	11-180 days OSS
6. Homeroom violations	2 weeks homeroom ISS		5 weeks homeroom ISS		long term homeroom ISS		
7a. Truancy – one block	detention	night school	1-3 days ISS	3-5 days ISS	6-10 days ISS	11-180 days ISS	rec. long term OSS
7b. Truancy – multiple blocks	1-3 days ISS	3-5 days ISS	5-10 days ISS	10 days ISS	3 days OSS	recommend long term OSS	
8. Auto misuse/non-registration	detention	night school	4 wks. driving/parking suspension		long term driving/parking suspension		
9a. Defiance of Authority b. Fighting c. Disruptive school speech or conduct d. Threatening/harassment e. Gambling f. Computer violations* g. Academic dishonesty**	1-3 days ISS	3-5 days ISS	3-10 days OSS	recommend long term suspension  *consequences may also include loss of computer privileges  **in addition to the consequences stated above, no credit will be given for work submitted and found to be in violation of the CJHS Academic Dishonesty policy			
10a. Theft b. Vandalism	3 days ISS	11-180 days OSS	recommend long term suspension				
11.a. Inappropriate/discriminatory/speech/conduct	1-5 days OSS	6-10 days OSS	recommend long term suspension				
11 b. Inappropriate sexual speech/conduct	1-10 days OSS	11-180 days OSS	recommend long term suspension				
12. Tobacco/vape possession/use	1 day ISS + Vape Education /3 days OSS	5 days OSS	5-10 days OSS	recommend long term suspension			
13a. False alarms b. Threat of weapon	5 days OSS	recommend long term suspension					

c. Disrespectful conduct/speech on school personnel d. Explosive devices				
14a. Assault b. Weapon possession (not firearms)	5 days OSS	11-180 days OSS	recommend long term suspension	
15a. Assault on school personnel b. Extortion c. Use of weapon (not firearms) d. Firearm threat e. Sale/distribution of tobacco/vape products	10 days OSS	recommend long term suspension		
16. Arson	11-180 days OSS	recommend long term suspension		
17. Sale/distribution/use/possession/under the influence of drugs/alcohol	1-180 days OSS	recommend long term suspension		
18. Firearm possession	1 year expulsion			
19. Bus misconduct	detention	1-3 days off bus	5 days off bus	recommend long term suspension off of bus
<b>20. Severity clause</b>	<b>All disciplinary actions may be increased or decreased in direct relationship to the severity or frequency of the offense.</b>			