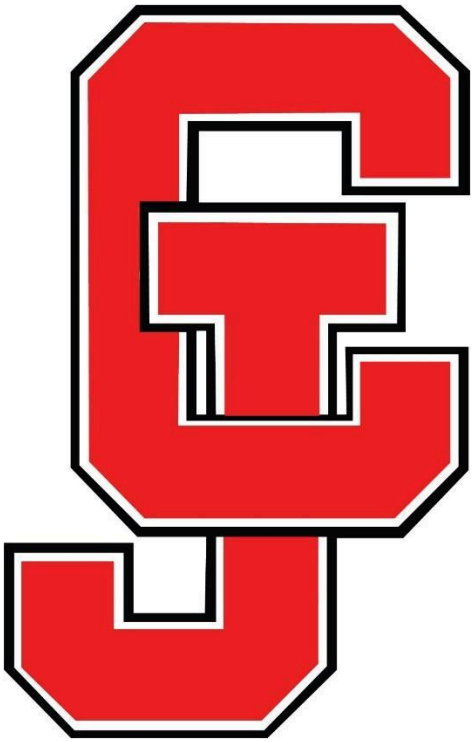
2026-2027

A Tradition of Excellence

Carl Junction Junior High



A Vision for Success

Official Student/Parent Handbook

Carl Junction R-1 School District
Carl Junction MO

WELCOME TO CARL JUNCTION JUNIOR HIGH SCHOOL!

WELCOME TO CARL JUNCTION JUNIOR HIGH SCHOOL!

Dear Parents and Guardians,

Welcome to Carl Junction Junior High School. Our district has a long-standing tradition of excellence, and we are proud to continue that commitment each day by supporting the academic, social, and emotional growth of every student.

At CJ Junior High, our focus is simple: student success. We are dedicated to creating a safe, structured, and engaging learning environment where students are challenged to grow and encouraged to take responsibility for their learning and behavior.

This handbook is designed to provide important information about school policies, procedures, and expectations. We ask that you take time to review it with your student so that we can work together to ensure a successful school year.

We value strong partnerships with our families and encourage open communication. Please feel free to contact us at any time with questions or concerns.

We are excited for a great year ahead.

Sincerely,

Danny Powers
Principal

Zak Petty
Assistant Principal

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CJJH MISSION

Student success is our focus.

CJJH VISION

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

LEGAL NOTICES

NOTICE OF NONDISCRIMINATION

Application for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Carl Junction R-1 School District are hereby notified that the School District does not discriminate on the basis of race, color, 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: Mr. Kyle Williams, 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.

Mr. Kyle Williams, Assistant Superintendent
206 S. Roney, Carl Junction, MO 64834
Ph: 417-649-7026; Fax: 417-649-6594
kwilliams@cjr1

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

PPRA

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in party be 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*.

PARENT/GUARDIAN 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.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeds or intends to enroll.

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

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

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier

used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities 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*, click on the following link, Carl Junction Directory Information.

FILING A COMPLAINT REGARDING FEDERAL PROGRAM

The Carl Junction R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. For more information about filing a complaint regarding federal programs as related to the school district, consult Board of Education *Policy KLA*. Also consult Appendix I of this document.

ASBESTOS UPDATE

This notification is an update of a 1988 statement concerning the presence of asbestos in some of the district's buildings. We continue to monitor the asbestos to make sure it remains in a safe condition. At the present time, the asbestos poses no danger to students, employees or the public.

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

TRAUMA-INFORMED SCHOOL INITIATIVE

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

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 417- 649-7026.

EMERGENCY DRILLS

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquake, bomb threats and armed intruder/active shooter situations. For more information regarding emergency drills, phone the Junior High at 417-649-7246 and consult *Policy EBC-1*. For materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken, refer to *https://www.fema.gov/earthquake-safety-school* and *https://www.ready.gov/earthquakes*.

DISTRICT TESTING POLICY

Student/Parent Notification of Statewide Assessments:

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

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

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

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

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

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

ACCOUNTABILITY REPORT CARDS

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

IMMUNIZATION

Missouri public schools are compelled by law to require proof of compliance with the immunization law (Dept. of Health) on the 1st day of attending a school. The Carl Junction Junior High will comply with the following policy:
All new students enrolling in grades 7 or 8 must present a current record of immunization to show compliance with immunization rules. This includes transfer students. The law does not allow a grace period for the parent to complete the compliance requirement. If the parent does not have a record of immunization to present or if the presented record is not current according to required rules, the school must defer the student's official enrollment until such record can be verified. The school office will hold the enrollment information and hold the child's enrollment open until proper immunization records are presented as required by the state rules.

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

Missouri statute 167.181.2 states that it is "unlawful for any student to attend school unless he has been immunized as required under the rules and regulations of the department of health and senior services, and can provide satisfactory evidence of such immunization" while in attendance at any "public, private, parochial or parish schools."

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

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

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

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

ADMINISTRATION OF MEDICATION TO STUDENTS

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

Prescription Medication

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

Over-the-Counter Medication

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

PUPIL INFORMATION OR CHANGE OF ADDRESS

It is the home'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.

MO HEALTHNET FOR KIDS PROGRAM

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. For more information regarding MO HealthNet for Kids, consult https://www.benefits.gov/benefit/1606.

FOOD SERVICE

Lunch is served in the Junior High cafeteria. Students are encouraged to complete an application for reduced price lunches or free lunches. These application forms must be submitted each school year. Students who qualify for reduced or free lunch are given the same tray options as those who pay regular price. ***A la carte*** **items are not part of the free and reduced lunch program and will be charged at the regular rate, regardless of a student's qualification for free or reduced lunch.** All students, regardless of school lunch status, will need to maintain a positive account balance if they want to purchase extras. At the junior high and high school level, students may bring a sack lunch or select from options offered in the cafeteria. Students are offered five meal components: Meat/Meat alternate, Grain, Vegetable, Fruit, and Milk. They must take three of the five components, and one must be fruit or vegetable for the meal to be charged at the tray price.
Breakfast will be served daily in the Junior High beginning at 7:30 a.m. Students who qualify for free or reduced lunch may also participate in the breakfast program. Junior High and High School students are required to keep a positive account balance to purchase school meals. Service will be withheld until payment is made on the account. No alternative meal is provided.

For more information on procedures for addressing past-due meal charges, phone the Junior High office at 417-649-7246.

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 or apply online at https://family.schoolcafe.com/CJS. 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.

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.

For more information regarding the district wellness program and for nutritional standards for food brought by parents and students to be served during school hours, consult Board of Education *Policy ADF*.

ADMISSION OF STUDENTS

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

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

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

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

BUILDING ACCESS

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

After school, students will be expected to go home unless they are involved in an adult-supervised activity. Students will be supervised Monday through Thursday from 7:30 am to 3:15 pm, Fridays from 7:30 am – 1:55 pm, and during school sponsored activities (examples: Art Club, teacher scheduled tutoring, athletic practice, homework center, and junior high sporting/academic events). There will be no supervision available outside of these times. The district will not be responsible for supervising students outside of the stated times. Parents must not drop off or leave children at the school during unsupervised periods.

MATERIALS AND SUPPLIES

Classroom Materials. Students should bring a supply of paper, pens and pencils on the first day of school. In addition, students will need the following items for 1st quarter:

- 5 paper folders with pockets/brads
- 3 or 5 subject spiral notebook
- 3 one or two inch three ring binders
- Red pens

- Cheap earbuds
- Colored pencils
- Scientific calculator
- Highlighters

Other incidental supplies will likely be requested throughout the year as student projects and activities arise.

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

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

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

- Students must wear gym shorts and t-shirt (red shorts/ gray t-shirt or gray shorts/red t-shirt)
- All clothing must be marked with the student's name and free of any logo or other markings.
- All clothing is to be secured in a gym locker. The school will not be responsible for lost or stolen items.
- Gym shoes should be comfortable athletic shoes with soles that do not leave marks on the gym floor.

GRADE REPORTING

Report Cards.

Carl Junction Junior High utilizes PowerSchool as the primary platform for reporting student grades and progress.

Parents and students are encouraged to regularly monitor grades, assignments, and attendance through the PowerSchool Parent Portal.

Report cards are issued in each subject at the end of every nine-week period (quarter). There are four quarter grade cards with semester grades reported on the 2nd and 4th quarter grade cards. Grades are indicated by the letters A (excellent), B (above average), C (average), D (below average), and F (fail). In addition to letter grades, report cards will also feature standards-based grades. Students will earn a ranking of below basic, basic, proficient, or advanced on individual objectives for each class. In this way, students and parents may more easily see areas of strength and challenge in each subject area. Progress reports and report cards will be distributed through email. Hard copies of student progress reports and report cards are available to parents by contacting the Junior High office.

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

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

Grade Card/Progress Report Distribution Schedule. Each student's grade card will be available via PowerSchool the dates designated according to Appendix II of this document.

ATTENDANCE

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

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

Parents are encouraged to plan vacations and trips outside of the school year. **One week prior, notice of such trips must be given to the building principal and class work must be made up prior to the absence.** Exceptions may be made for trips taken under emergency conditions.
When returning to school after an absence due to illness or family emergency, it is the ***student's responsibility to ask their teachers for make-up assignments***. **Parents should send a written excuse or doctor's note to be turned in to the office upon the student's return to school.**

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

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

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

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

MAKEUP WORK

Students are given one day for each day absent to complete missing assignments.

HOMEWORK CENTER

Homework Center is a program outside of regular school hours designed to support students in dealing with failing grades and missing assignments. Students will be invited to Homework Center when they have a grade at or below 59% and fail to turn in one or more assignments from the previous week for that class. Details of the program are found below:

- Each Monday, students may turn in assignments that are complete but late from the previous week to the appropriate teacher.
- If a student continues to have late work and a grade that is 59% or lower, and they fail to do late assignments and turn them in on Monday, that student will be referred by their teacher for Homework Center.
- Parents of all students referred to Homework Center will receive a phone call &/or message on Monday evening letting them know that their child has a 59% or lower and has missing assignments. Therefore, they will be expected to stay for Homework Center. During Homework Center, students will be expected to complete missing assignments and any other current assignments.
- Homework Center is typically in the library and is open during the following times: Tuesday, Wednesday, and Thursday from 3:15 pm to 4:30 pm.
- As soon as the student completes the missing work, they are "cleared" for the week and not expected to attend any further Homework Center times. "Cleared" students may wish to get a signed note from a teacher or JH administrator indicating the missing work is in.
- Until a student is cleared from Homework Center, they will remain on Homework Center for that week and will be expected to continue to attend any remaining Homework Center times until cleared.
- In the event that a student still owes missing work by the end of the week, those assignments may, at the discretion of the teacher, be recorded as zero points earned.
- Assignments that are completed at Homework Center may, at the discretion of the teacher, be subject to a reduction in points of up to 20% of the total possible.
- The purpose of Homework Center is to raise grades.
- The policy for retention in junior high is failing 2 core subjects all year both Semester 1 and Semester 2 (OR) failing 3 of the core subjects Semester 2. Core subjects are Science, English, Social Studies, and Mathematics.

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

RESPONSE TO INTERVENTION

INTERVENTION & BULLDOG BLOCK

Carl Junction Junior High provides structured support through intervention time and Bulldog Block.

Intervention (RtI):
Students identified as needing additional support in reading or math will receive targeted instruction during a designated intervention period. Placement is based on student data and may change throughout the year as progress is made.

Bulldog Block:
Bulldog Block is a daily period focused on academic support, enrichment, and character development. During this time, students may receive additional help, complete assignments, or participate in structured activities.

These programs are designed to ensure all students receive the support they need to succeed.

CONTENT OF HUMAN SEXUALITY CURRICULUM

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*.

VIRTUAL LEARNING (MOCAP)

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

ALTERNATIVE METHOD OF INSTRUCTION - AMI (VIRTUAL LEARNING DAYS)

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

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

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

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*.

GENERAL INFORMATION

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

Need to Know. Missouri Safe Schools Act legislation mandates that all school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties, may be allowed access to individual student records as needed.

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

Use of Cell Phone and other Personal Electronic Devices. Student use of cell phones and personal electronic devices is not permitted during the school day unless explicitly authorized by a staff member for instructional purposes.
Devices must be:

- Turned off or silenced
- Stored out of sight (locker or approved location)

Unauthorized use may result in confiscation and disciplinary consequences.
The school is not responsible for lost, stolen, or damaged devices.

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

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

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

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

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

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

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

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

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

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

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

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

Retention Procedures. Any 7th or 8th grade student who fails two or more core curriculum courses (math, science, language arts, social studies) both semesters or who fails three or more core curriculum courses during second semester will be strongly encouraged to attend summer school and will be considered for retention.

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

STUDENT EXPECTATION OF PRIVACY, SEARCHES, AND STUDENT LOCKERS

Students have no expectation of privacy in lockers, desks, computers, Chromebooks, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, school provided electronic devices and other district equipment. Consult Board of Education *Policy JFG* for more information.

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.

GUIDELINES FOR EXTRACURRICULAR TRIPS AND ACTIVITIES

1. Students must be in good standing regarding academics, attendance, and behavior.
2. 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.
3. 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.
4. 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.

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

ATTENDING JUNIOR HIGH ACTIVITIES

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

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

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

Sportsmanship. Carl Junction Junior High is committed to the belief that participation in athletics as players, spectators, or coaches supplements and enriches the student's educational experience. Such participation, however, is a privilege that carries with it responsibilities to the team, the school, the community, and the student. Whether participating as a player or a spectator, athletics should contribute to the student's knowledge, skills, appreciation of fair play, and ideals of sportsmanship, thereby making each a better person and citizen. When and where athletics fail to provide these desirable values, they cease to serve their purpose.

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

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

1. No objects of any kind should be thrown onto the court or field. Besides possibly inflicting injury, this shows lack of respect for your school and opponents.
2. No vulgar or suggestive gestures or language will be allowed.
3. Booing officials and opposing team members is prohibited.
4. All yelling, screaming, cheering should be FOR your own team, not AGAINST the opposing team – appreciate a good play, no matter who makes it.
5. Silence during free throws should be observed for both teams.
6. Any signs or posters used should be of a positive nature encouraging your team.

7. Only authorized school personnel should be on the floor at any time. No one should block the view of other spectators or wander about while the game is in progress.
8. Unsportsmanlike conduct on the part of others SHOULD NOT be an example for us. We should set the example of good sportsmanship.
9. Confrontational behavior will result in removal from the facility.

PARTICIPATING IN AFTER SCHOOL ATHLETICS AND ACTIVITIES

For all activities and athletics sanctioned by the Missouri State High School Athletics Association, parents and students should be aware of citizenship and academic eligibility requirements. For a complete understanding of these requirements, consult the *Official MSHSAA Handbook*.

Maintaining the proper eligibility requirements is important for students who wish to continue participation in these activities and events. Requirements at the Junior High level include but are not limited to:

2.3.6 Grades 7 and 8 Enrollment Option for Academic Eligibility: Traditional Option: A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

a. Grading Period Prior: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).
b. Grading Period of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public-school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

2.3.7 Grades 7 and 8 Enrollment Option for Academic Eligibility - Non-Traditional Option - Missouri Course Access Program (MoCAP): In order to be considered academically eligible for participation in interscholastic activities at a member school, a student that is enrolled in MoCAP:

a. Shall meet the requirements listed in 2.3.6 above; these minimums may be met through a combination of MoCAP courses and those taken at the member school;
b. Shall, during the semester of participation, be enrolled in two or more standard classes at the member school. If there is a class associated with the activity, the student must be enrolled in that course in order to participate;
c. Must complete MoCAP courses by the close of the grading period for the member school in order for those credits to be considered towards activity eligibility.

2.3.8 Grades 7 and 8 Summer School: A local school district may reinstate the FIRST grading period eligibility of a student being promoted to the 8th grade who has failed more than one class but no more than three classes if the student passes the appropriate number of core classes through secondary school-sponsored summer school, as described below, and provided the following requirements are met:

a. The counting of summer school classes must first be approved by the local school administration.

b. The grade earned for the summer school course is placed on the student's school transcript.
c. Only core classes (science, math, social studies and communication arts) may count toward reinstatement of first grading period eligibility.
d. A student who has failed two scheduled subjects must pass at least one core class through secondary school-sponsored summer school; a student who has failed three scheduled subjects must pass at least two core classes through secondary school-sponsored summer school.
e. Online courses may not count as summer school credit.

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 "creditable 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 a 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 at any location is prohibited. This includes any illegal performance-enhancing drugs, as well as the misuse of over-the-counter
medications and/or prescription medications.
2. Tobacco—Possession, distribution, or use of tobacco or tobacco products in any form 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 the 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 the 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 extra-curricular 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	1 offense	2 offense	3 offense	4 offense
Alcohol/Drugs (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
Tobacco (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-ofschool 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.			
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.

DISTRICT ACTIVITIES AND ATHLETICS SOCIAL MEDIA POLICY

CARL JUNCTION JUNIOR HIGH & HIGH SCHOOL SOCIAL MEDIA REMINDERS

1. Assume nothing is private, ever. If you are putting your thoughts on the internet, there is no "invasion of privacy".
2. Remember that your audience is vast, and unknowable. You have no idea who will ever see what you write on the internet. Anyone from your best friend on the team, to your head coach, to your biggest rival, to your teachers can see what you post. Keep in mind that what you say can be seen by the world.
3. It is against MSHSAA rules to engage and influence any non-Carl Junction R-1 student for the purpose of enrolling at Carl Junction for athletics. Do not use social media for this purpose.
4. Complaining about a coach, coaches, or teammates will not solve anything. Talk to them directly to solve problems, as well as make your team better.
5. Do not discuss injuries, either yours or that of any of your teammates, on social media outlets.
6. Do not talk about your opponents in a negative fashion.
7. Your tweets and posts can be permanent. You cannot take back what you put on the internet for everyone to see.
8. If you re-tweet something or "like" something, you agree with it and are promoting it.
9. Never post pictures from the locker room, practice, or game without permission of the Athletic Director.

SOCIAL MEDIA POLICY

Any negative comments posted in a public forum via social media (Facebook, Twitter, Vine, MoSports, etc…) will not be tolerated. Comments directed toward school staff, coaches, administrators, teammates and/or opponents, as well as vaguely insinuating negative comments towards anyone, may result in some form of discipline and possible dismissal from the team/group. The consequences will be decided by the Head Coach, Athletic Director and Principal.

DISTRICT ACTIVITIES AND ATHLETICS 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 junior 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.

STUDENT CODE OF CONDUCT

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

CARL JUNCTION JUNIOR HIGH
BULLDOG CODE OF CONDUCT

I am....	RESPONSIBLE	RESPECTFUL	SAFE
All Settings	• Arrive on time • Have what you need, when and where you need it • Stay focused on topic/task • Keep food and drink in cafeteria only • Dress appropriately • Represent school in a positive manner • Keep cell phones and other electronic devices off	• Treat others the way you want to be treated • Be honest • Use appropriate personal space • Use appropriate tone, language, and behavior • Value the property of yourself and others • Follow adult directions • Help keep building and grounds clean	• Keep hands, feet, and objects to self • Report any problems to an adult • Ask permission to leave any setting • Stay in control of self • Know emergency procedures
Classroom	• Be in your seat ready to learn when the bell rings • Complete and turn in all work on time • Use all support resources (e.g. teacher, tutoring, homework center, website) • Stay in seat or assigned work area	• Follow classroom rules • Raise your hand before speaking • Enter and leave the room quietly • Listen while others are speaking	• Use classroom materials appropriately
Hallway/Stairs	• Store backpacks and electronic devices in your locker • Move promptly to destination • Walk on the right side	• Speak in a quiet voice • Open and close locker gently	• Walk • Keep personal items out of traffic flow
Cafeteria	• Enter and exit quietly • Use proper manners • Clean area before leaving • Keep lunch account current	• Thank cafeteria staff • Engage in conversation with those close by • Eat in a courteous manner	• Walk • Place all trash in trash cans • Keep all legs of chairs on the floor • Choose a seat and stay seated
Bathroom	• Flush • Wash hands with soap and water	• Allow for privacy of others • Clean up after self • Keep waste and water in appropriate place	• Take care of appropriate business quickly and quietly • Return to class promptly
School Bus	• Remain in seat • Move on and off in a polite manner	• Leave space clean • Talk quietly to those close to you	• Enter and exit quickly and quietly • Choose one seat and stay seated • Keep hands, feet, and objects inside bus

Assemblies	• Participate as directed • Keep comments and questions on topic	• Actively listen • Applaud appropriately • Take care of personal needs before entering	• Walk • Enter and exit in an orderly manner • Remain with class

CODE OF CONDUCT VIOLATIONS

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

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

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

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

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

Acts of violence and serious violations of Board policy require the district to maintain records of these offenses.

Bullying. The junior high will take all reports of bullying seriously and those found to be involved will be disciplined. A reporting procedure is in place and students will be encouraged to make a report on those behaviors they witness that fall under the category of bullying. The student may make the report anonymously. The Junior High administration will read those reports daily, investigate the incidences and discipline those who are found guilty of violating this rule. Sprigeo is another method students/parents may report bullying, intimidation, harassment, or school violence. Sprigeo is web-based tracking software that enables students and adults to safely report any bullying or safety concerns. An email is sent to the junior high school designated reporters/investigators: Principal, Scott Sawyer, Assistant Principal Susan Hogard and Counselors Maeve Sahni and Ben Withers, with information needed to intervene as necessary. A link to Sprigeo is located on the Junior High website. For more information, consult board of education *Policy JFCF*.

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

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

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

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

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

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

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

CONSEQUENCES/DISCIPLINE FOR CONDUCT VIOLATIONS

Student discipline is designed to promote positive behavior while maintaining a safe and orderly school environment.
Consequences for misconduct will be determined based on:

- Severity of the behavior
- Frequency of the behavior
- Impact on the school environment

Disciplinary actions may include, but are not limited to:

- Detention
- Loss of privileges
- In-school suspension
- Out-of-school suspension
- Referral to outside agencies when appropriate

The administration reserves the right to respond to behaviors not specifically outlined in this handbook when necessary to maintain safety and order.

EXPLANATION OF DISCIPLINARY ACTION

Conference. A formal conference is held between the student and one or more school officials. Methods the student must use to change his/her behavior will be discussed.
Parent Involvement. The parents or legal guardian will be notified by discipline referral, letter, telephone, or personal contact regarding most offenses. Parental assistance may be needed in solving the student's problem.
Morning Detentions. Detentions will be held each morning from 7:15 a.m. to 7:45 a.m. Students must arrive on time. If they arrive late, the detention may not count. Students must do school related work

and/or read an Accelerated Reader book. Students who misbehave or refuse to study will be asked to leave and will be assigned additional discipline. Additional discipline is also assigned if detentions are not served by the due date.

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

After-School Detentions: Students must report to the designated location within the junior high at (or before) 3:15 pm when assigned a after school detention. Students will be dismissed at 5:00 pm. Students must bring school-related work or a reading book. The teacher in charge will assign work for those who fail to stay busy. Rescheduling of dates must be done by the parent prior to the assigned detention date. Failure to attend after-school detention will result in ISS. In the event that school is canceled due to inclement weather or emergency, no detention will be held. Misbehavior during after-school detention will result in the student being asked to call a parent to pick them up. The student will be assigned ISS or OSS depending on the severity of the disruption.

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

Long-term In-school Suspension: Students will be removed from the regular classroom setting and will be assigned to an alternative classroom and teacher when appropriate. Long-term ISS is a possible alternative for a long-term OSS consequence. During a long term in-school suspension the student is excluded from all school related activities. The student may be allowed to attend school at a location on main-campus for the purpose of obtaining and completing coursework. Violation of the rules of long-term ISS will result in OSS consequences. Arrangements for students placed in long-term ISS will be determined on an individual basis.

Out-of-School Suspension (OSS): Students serving OSS will not be allowed to attend school, to ride the school bus, to be on the school grounds, or to participate in any school function while under suspension. Students are expected to complete all assignments given during their OSS time. Students will earn credit for these assignments. Unlike ISS students, students serving OSS are not eligible to participate in activities on the last day of their suspension because they were not in attendance at school.

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

Reporting to Law Enforcement Officials. Any felony or any act, which if committed by an adult would be a felony listed in Board of Education *Policy JGF*, that is committed on school property, on any school bus, or at any school activity MUST BE REPORTED by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. School administration will attempt to make parental contact prior to law enforcement involvement. Students with chronic behavior issues may be referred to juvenile authorities.

CORPORAL PUNISHMENT

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

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

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*.

DRESS CODE

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

1. Clothes that represent, advertise, or portray any type of negative message (i.e. drugs, alcoholic beverages, tobacco products, nudity, vulgar language, double meaning slogans, sexual overtones, satanic symbols, racist themes, immorality, or violence).
2. Shorts and skirts must not be too short or too tight. A general rule to follow is that the shorts/skirts must be at least as long as the length of the finger tips when arms are relaxed and hanging at your sides.
3. Mesh or any form of see-through clothing.
4. Clothing that exposes a bare midriff, is excessively low cut, tight, or torn/cut.
5. Clothing designed with a narrow or strapless shoulder. Shoulder straps should be approximately three inches in width.
6. Hats and other forms of head coverings worn inside the building. (Religious exemptions apply)
7. Bare feet – safety regulations require that students wear shoes.
8. No house slippers, pajamas, blankets, capes or costumes in classrooms or common areas.
9. Body ornaments/accessories that are distracting or dangerous to safety standards (spiked accessories, clothing that contains chains or excessively long straps as an accessory).
10. Backpacks must be left in lockers (not allowed in classrooms).

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

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

BUS 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.

BEHAVIOR NOT OTHERWISE COVERED IN THIS HANDBOOK

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

Students will have knowledge of charges against them and will have the opportunity to express their side of the incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

1. Principal
2. Superintendent
3. Board of Education

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

Offense	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation	7th Violation
1a. Dress code violation	Warning	1 Detention	2-3 Detentions	1 day ISS	2-3 days ISS	4-5 days ISS	3 days OSS
b. Use of cell or device	*	*	*	*	*	*	*
c. Computer/Internet/email violation	*	*	*	*	*	*	*
d. Inappropriate display of affection	*	*	*	*	*	*	*
e. Hands-on other or property	*	*	*	*	*	*	*
f. Unprepared for class	3 Lunch detentions	*	*	*	*	*	*
2a. Tardies (3 per qtr.)	1 Detention	2-3 Detentions	1 day ISS	2-3 days ISS	4-5 days ISS	3 days OSS	5 days OSS
b. Disruptive school conduct	*	*	*	*	*	*	*
c. Inappropriate language	*	*	*	*	*	*	*
d. Minor disrespectful school speech or conduct	*	*	*	*	*	*	*
e. Cheating/forging/lying	*	*	*	*	*	*	*
f. Truancy, skipping class	*	*	*	*	*	*	*
g. Missing assignments	*	*	*	*	*	4-5 days ISS	4-5 days ISS
g. Refusal to work	2 Lunch detentions	*	*	*	*	*	*
3 Bus misconduct	Warning – 1 detention	3 day bus suspension	5 day bus suspension	10 day bus suspension	Recommend long term bus suspension		
4a. Threats	1-3 days ISS	3-5 days ISS	3-10 days OSS	Recommend long term suspension			
b. Theft	*	*	*				
c. Vandalism	*	*	*				
d. Defiance of authority	*	*	*				
e. Significant disrespectful school speech or conduct	*	*	*				
5a. Sexually inappropriate behavior – verbal	3-5 days ISS	3-5 days OSS	6-10 days OSS	Recommend long term suspension			
b. Sexually inappropriate behavior – physical	1-10 days OSS	Recommend long term suspension					
6a. Harassment – verbal	1-3 days ISS	3-5 days OSS	6-10 days OSS	Recommend long term suspension			
b. Harassment – physical	1-3 days OSS	*	*				
c. Sexual Harassment	1-3 days OSS	*	*				
d. Inappropriate/discriminatory speech/conduct – see Board policy AC and JGR-3	1-3 days OSS						
e. Hazing	1-3 days OSS	*	*				
g. Fighting	3 days OSS	5 days OSS	10 days OSS				
7. a. Tobacco/vape possession/use b. Tobacco/vaping on bus	a. 1 day ISS + Vape Education/3 days OSS b. Consequence for 7a. + 5 days off bus	a. 5 days OSS b. 5 days OSS + 1 month off buss	a. 5-10 days OSS b. 5-10 days OSS + long-term bus suspension	Recommend long term suspension or long-term ISS			
8. Sale/distribution of tobacco/vape	10 days OSS	Recommend long term suspension or long-term ISS					

9a. False alarm b. Threat of weapon c. Explosive device (fireworks) d. Assault e. Weapon possession (not firearm)	5-10 day OSS * * * *	Recommend long term suspension
10a. Assault on school personnel b. Extortion c. Use of weapon (not firearm) d. Firearm threat	10 days of OSS * * *	Recommend long term suspension
11. Sale/distribution/possession/under the influence of drugs/alcohol	1-180 days of OSS	Recommend long term suspension
12. Arson	Recommend long term suspension	
13. Firearm possession	1 year expulsion	
Flexibility Clause – All disciplinary actions may be increased in direct relationship to the severity or frequency of the offense.		

SPECIAL SERVICES

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

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

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

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

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

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

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

Carl Junction Junior High provides self-contained, resource, inclusion and co-taught classrooms for special education students. Some students receive specialized therapy to meet their individual needs through speech/language therapy and occupational therapy. Whether we provide modified instruction within the regular classroom or instruction in a special education setting, our goal is to meet the individual needs of students with identified exceptionalities. Please consult Board of Education *Policy IGBA-1* for more information regarding special education.

Appendices

APPENDIX I

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.

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

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

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

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

2. Who may file a complaint?
Any individual or organization may file a complaint.

3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:

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

7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. The time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to non-public 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 Unites 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.

APPENDIX II

GRADE CARD AND GRADE REPORT SCHEDULE 2026-2027

Reports and Deadlines	Grading Period Ends
1st Quarter Grades	10/16/26
2nd Quarter Grades	12/18/26
3rd Quarter Grades	03/12/27
4th Quarter Grades	05/27/27

APPENDIX III **Carl Junction Junior High Faculty and Contact Information**

Junior High Office (417) 649-7246

Danny Powers, Principal: dpowers@cjr1.org

Zak Petty, Assistant Principal: zpetty@cjr1.org

Ben Withers, Counselor: bwithers@cjr1.org and **Maeve Sahni, Counselor:** msahni@cjr1.org

Todd Hafner, JH Athletic Director: thafner@cjr1.org

TEACHER NAME	SUBJECT TAUGHT	E-MAIL
Adamson, Abby	Math	aadamson@cjr1.org
Aita, Emilio	Math	aemilio@cjr1.org
Atkins, Elijah	English	eatkins@cjr1.org
Baker, Alex	Boy's PE	abaker@cjr1.org
Baker, Miata	English	mibaker@cjr1.org
Ballard, Joey	Special Services	jballard@cjr1.org
Blanchard, Julie	Special Services	jblanchard@cjr1.org
Boshears, Mariah	Social Studies	mboshears@cjr1.org
Bucher, Whitney	Art	wbucher@cjr1.org
Crain, Karla	Communications	kcrain@cjr1.org
Divine, Lori	Science	ldivine@cjr1.org
Emma Fisher	English	efisher@cjr1.rog
Fletcher, Chad	Social Studies	cfletcher@cjr1.org
Fox, Craig	Project Lead the Way	cfox@cjr1.org
Gray, Monique	Gifted	mgray@cjr1.org
Hardy, Cort	Boy's PE	chardy@cjr1.org
Hensley, Nikki	FACS	Nhenlsey@cjr1.org
Hensley, Rachel	Gifted Education	rhensley@cjr1.org
Howard, Ethan	Science	ehoward@cjr1.rog
Jones, Jayne	Science	sjones@cjr1.org
Lay, Stephanie	English	slay@cjr1.org
Masters, Luke	Social Studies	lmasters@cjr1.org
McCorkle, Marsha	Math	mmccorkle@cjr1.org
Parks, Shelby	Business	sparks@cjr1.org
Paulsen, Kyla	Girl's PE	kpaulsen@cjr1.org
Phelps. Dalia	FACS	dphelps@cjr1.org
Powell, Amanda	Social Studies	apowell@cjr1.org
Read, David	Media Specialist	dread@cjr1.org
Tinsley, Elijah	Math	thinsley@cjr1.org
Turner, Trevor	Band	tturner@cjr1.org
Wachs-Denton, Wendy	Special Services	wwachs@cjr1.org
Wald, Lacee	English	lwald@cjr1.org
Walton, Rebel	Special Services	rwalton@cjr1.org
Widmar, Samantha	Band	swidmar@cjr1.org

Wilson, Jordan	Special Services	jowilson@cjr1.org
Winder, Ela	Science	ewinder@cjr1.org

APPENDIX IV

CARL JUNCTION JUNIOR HIGH SCHOOL
BULLYING INCIDENT REPORT FORM

Date: _____

Your Name*: _____

You are a: _____Student _____Parent _____Employee _____Volunteer

Date(s) of bullying: _____

Name of student(s) being bullied: _____

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

_____

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

_____

_____

_____

Names of Witnesses: _____

Have you reported this to anyone else: _____Yes _____No

If so, who? _____

*Signature_____

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

This Section is for the use of building administration.

Date Received by Principal: _____

Investigative Action Taken: _____

_____

Result of Investigation/Action Taken: _____

_____

Signature of Principal: _____

SCHEDULE TYPE	**MONDAY-THURSDAY SCHEDULE**	**FRIDAY SCHEDULE**
BREAKFAST	7:30 AM	7:30 AM
1ST PERIOD	8:00 – 8:50 *50 min.*	8:00 – 8:43 *43 min.*
2ND PERIOD	8:54 – 9:44 *50 min.*	8:47 – 9:30 *43 min.*
3RD PERIOD	9:48 – 10:38 *50 min.*	9:34 – 10:17 *43 min.*
4TH PERIOD	10:42 – 11:32 *50 min.*	10:21 – 11:04 *43 min.*
5TH PERIOD	11:36 – 12:52 *76 min.*	11:08 – 12:23 *75 min.*
Lunch 1	*11:36 – 12:00: 24 min.*	*11:08 – 11:32: 24 min.*
Lunch 2	*12:01 – 12:26: 25 min.*	*11:33 – 11:57: 24 min.*
Lunch 3	*12:27 – 12:52: 25 min.*	*11:59 – 12:23: 24 min.*
6th PERIOD BULLDOG BLOCK	12:56 – 1:17 21 min.	**NO BULLDOG BLOCK**
7TH PERIOD	1:21-2:11 *50 min.*	12:27 – 1:09 *42 min.*
8TH PERIOD	2:15 – 3:05 *50 min.*	1:13– 1:55 *42 min.*

	4-minute passing time	*4-minute passing time*