



Carthage Junior High School

2008/2009

827 E Centennial Ave
Carthage, MO 64836
(417) 359-7050
(417) 359-7057 (fax)
<http://www.carthage.k12.mo.us/jh/>

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2008-09 JUNIOR HIGH AND ELEMENTARY SCHOOL CALENDAR

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JULY 2008							NOVEMBER 2008							MARCH 2009						
		1	2	3	4	5		3	4	5	6	7	8	1	2	3	4	5	6	7
6	7	8	9	10	11	12	9	10	11	12	13	14	15	8	9	10	11	12	13	14
13	14	15	16	17	18	19	16	17	18	19	20	21	22	15	16	17	18	19	20	21
20	21	22	23	24	25	26	23	24	25	26	27	28	29	22	23	24	25	26	27	28
27	28	29	30	31			30							29	30	31				
AUGUST 2008							DECEMBER 2008							APRIL 2009						
				7	8	9		1	2	3	4	5	6			1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	31				26	27	28	29	30		
31																				
SEPTEMBER 2008							JANUARY 2009							MAY 2009						
	1	2	3	4	5	6				1	2	3					1	2		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30					25	26	27	28	29	30	31	24	25	26	27	28	29	30
														31						
OCTOBER 2008							FEBRUARY 2009							JUNE 2009						
		1	2	3	4		1	2	3	4	5	6	7		1	2	3	4	5	6
5	6	7	8	9	10	11	8	9	10	11	12	13	14	7	8	9	10	11	12	13
12	13	14	15	16	17	18	15	16	17	18	19	20	21	14	15	16	17	18	19	20
19	20	21	22	23	24	25	22	23	24	25	26	27	28	21	22	23	24	25	26	27
26	27	28	29	30	31									28	29	30				

Teachers new to R-9 in-service Aug. 7, 8	END OF QUARTERS:	First Oct. 15 43 days	
All teachers in-service Aug. 11, 12, 13		Second Dec. 19 42 days	
First day of classes Aug. 14		1 st semester 85 days	
Labor Day Sept. 1		Third March 6 43 days	
Teacher in-service day Sept. 10 (dismiss at 1 p.m.)		Fourth May 20 47 days	
Teacher in-service day Oct. 8 (dismiss at 1 p.m.)		2 nd semester 90 days	
Teacher in-service/work day Oct. 13		TOTAL 175 days	
End of first quarter Oct. 15		MAKE-UP DAYS:	1 st day missed May 21
Parent/teacher conferences Oct. 23 (dismiss at 1 p.m./conf. p.m. only)			2 nd day missed May 22
Parent/teacher conferences Oct. 24 (a.m. only)			3 rd day missed May 26
Teacher in-service/work day Nov. 3	4 th day missed May 27		
Teacher in-service day Nov. 12 (dismiss at 1 p.m.)	5 th day missed May 28		
Thanksgiving vacation Nov. 26, 27, 28	6 th day missed May 29		
Teacher in-service day Dec. 10 (dismiss at 1 p.m.)	SUMMER SCHOOL (tentative):		Teacher work day May 26
End of second quarter Dec. 19 (dismiss at 1 p.m.)			First day of summer school May 28
Christmas vacation Dec. 20 thru Jan. 4			Last day of summer school June 30
Dismiss at 1 p.m. Dec. 19			
Return regular time Jan. 5			
Teacher in-service day Jan. 14 (dismiss at 1 p.m.)			
Teacher in-service/work day Jan. 19 (dismiss at 1 p.m.)			
Teachers' Day Feb. 11 (dismiss at 1 p.m.)			
Teachers' Day Feb. 16 (dismiss at 1 p.m.)			
Teacher in-service day March 4 (dismiss at 1 p.m.)			
End of third quarter March 6			
Spring break March 16-20			
Teacher in-service day April 1 (dismiss at 1 p.m.)			
Good Friday April 10			
Teacher in-service day May 6 (dismiss at 1 p.m.)			
Tentative graduation date May 19			
Last day of classes May 20 (dismiss at 1 p.m.)			
Teachers closeout May 21			

☐ school starts
 Highlighted dates no school
 Underlined dates early dismissal
 Circled dates end of quarter

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FOREWORD

This handbook has been developed by the personnel of Carthage R-9 School District and approved by the Board of Education as a special service to students and their parents. It includes general information as to the policies and procedures relating to students of the school. The honors and awards available to students are described together with a brief statement as to methods by which these honors and awards are made or may be earned. Activities of the school are listed and participation requirements for the various activities are noted.

We hope that this handbook will be of considerable value to both students and parents during the students' educational growth and development at the Carthage Junior High School.

Dr. Blaine Henningsen, Superintendent

Mr. Ron Wallace, Junior High Principal

Mr. Tom Moore, Junior High Assistant Principal

Mrs. Jenny Bogle, Junior High Assistant Principal

Junior High Athletic Director

School Web Site – <http://www.carthage.k12.mo.us/jh/>

District Web Site – <http://www.carthage.k12.mo.us/>

District Policies – <http://www.carthage.k12.mo.us/bdpolicies.html>

SCHOOL DISTRICT MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

The mission of the Carthage R-9 School District is to provide comprehensive educational experiences that will empower all students to become lifelong learners and productive, informed, responsible citizens who are able to meet the challenges of a rapidly changing society.

PHILOSOPHY

We Believe the district should provide an excellent, professional faculty, administration and support staff which will utilize the resources of the community to fulfill its mission and that the district should provide facilities that are modern well-maintained and designed to enhance the educational and career choices.

We Believe that our curriculum and instruction should give students the opportunity to reach their full potential and personal goals, provide for their individual differences and interests, and guide them in selecting meaningful educational and career choices.

We Believe the focus of the educational process should be on student learning and the continual striving to raise the expectations and standards of academic achievement.

We Believe that students, parents and the community share with the district the privileges and responsibilities of a comprehensive education which represents a vital contribution to the success and development of both the students and the community.

We Believe the district should be proactive in the planning and pursuit of educational excellence.

Adopted: June 22, 1998

MISSION STATEMENT CARTHAGE JUNIOR HIGH SCHOOL

The mission of the Carthage Junior High School, is to provide students with developmentally appropriate academic skills in a safe environment that will empower students to acquire the decision-making skills to develop their talents and potential, acquire personal responsibility, and become life-long learners who are productive and successful members of society.

VISION

Carthage Junior High School, as a community of learners, in cooperation with students, parents, staff and the community will work to:

- Be the finest public school in the state of Missouri.
- Serve the best interest of the students at each one's stage of development.
- Serve as an environment for dynamic and vibrant educational practices.
- Ensure that all students will:
 - Be prepared for college, technical training, or trained entry-level positions.
 - Have the skills for critical and creative inquiry.
 - Have knowledge of career opportunities in the community, the nation and the world.
 - Have the skills for effective visual, written, and verbal communication.
 - Respect the community's traditions, ideas, and cultures.
 - Be prepared to serve the community as responsible and dependable participants.
 - Be resourceful problem-solvers, connecting learning to life's challenges.

- Appreciate and exhibit democratic values and principles.
- Participate in co-curricular programs that foster individual expression and talents.
- Exhibit respect and compassion for others.
- Feel free to challenge their limitations in a supportive environment.
- Have the skills to effectively utilize technology.
- Be physically and mentally prepared to meet the challenges of the 21st Century.

ALMA MATER

Hail to your colors, faithful and true,
 We stand united in tribute to you.
 Blue is your banner; white is your name,
 Loyal our hearts and wide your fame.
 Hail, Alma Mater, and hail to thee,
 Righteous and honored thy name shall ever be.
 Hearts ever love thee; aims hold thee high,
 Great are thy virtues, Carthage High.
 Jo Ann Lochrie '46

SCHOOL COLORS

Blue and White

GO U TIGERS

Go U Tigers, Go, Tigers! Fight for the Blue and White.
 Fight, fight, Tigers - Fight Tigers, Fight for Carthage High!
 For the Blue - we're all with you - Show your honor true;
 For the White, with all your might, show your claws and fight.
 Rah! Rah! Rah!
 Go U Tigers, Go, Tigers! Fight for the Blue and White.
 Fight, fight, fight! Go U Tigers, Fight for Carthage High!
 Go U Tigers, Go!

(Mr. Harold Pottenger, former instrumental music instructor composed the Tiger Fight song.)

THIS IS YOUR SCHOOL

HISTORY

The first public school building in Carthage was constructed in 1869. It was located on the west side of the public square, next to the site of the former Bank of Carthage Building. Although the Civil War caused revenues for city and school operations to be scarce, a new school building was erected on the present site of the senior high in 1870. Two years later the high school was organized; and in 1878, the first class was graduated. There were seven students in the first graduating class and only fifty-five students were enrolled in high school.

The junior high school in Carthage opened for classes at the beginning of the 1958-59 school year with an enrollment of approximately 650 students. Prior to this time, a thorough study was made of the educational facilities of Carthage. Civic leaders, school personnel, the general public, and the Board of Education participated in the survey. As a result, the Board decided a three-year junior high was needed and a bond issue was voted by the people of Carthage to construct and furnish the building. In 1966, eight rooms were added to the junior high. In 1985, a band room, one new classroom, and new restroom facilities were added to the northwest part of the building. Air conditioning was added in 1998.

Since 1958, the secondary schools have operated as two separate units, a three-year junior high and a three-year high school. The Carthage Schools are fully accredited by the Missouri Department of Elementary and Secondary Education.

Growth of the physical plant has been accompanied by an even greater growth in curriculum. Curricular changes and additions, as well as changed procedures, have kept pace with the ever-changing needs of the community served by the school. Approximately one hundred ninety-five units of credit are offered in grades 9-12. The breadth of the curriculum offers opportunity for students to prepare for entrance to any college or university. It also enables students not interested in college to prepare for technical college or many types of work.

PUBLIC NOTICE

In accordance with Board of Education Policy adopted January 17, 2000, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Carthage R-9 School District, are hereby notified that this institution is prohibited from, and hereby declares a policy against engaging in unlawful discrimination on the basis of race, color, religion, socioeconomic status, marital status, sex, national origin, ancestry, disabling conditions, organizational memberships, age or use of leave protected by the Family and Medical Leave Act, in admission/access to, or treatment/employment in its programs and activities. The district further prohibits harassment, sexual harassment or creation of a hostile environment in its programs and activities.

Any person who feels that their rights have been violated by the Carthage R-9 Schools have the right of grievance as set forth in the written Carthage R-9 school board policies. Such policies are on file in the Office of the Superintendent of Schools, 710 Lyon Street, Carthage, Missouri, and the administrative office of each attendance center of the school district.

The Carthage R-9 Board of Education has designated the Assistant Superintendent For Business, 710 Lyon Street, Carthage, Missouri, phone number 417-359-7001, to coordinate the Carthage R-9 School District's efforts to comply with the regulations implementing the following statutes:

- The Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 (Title VI)
- Public Law 92-138 (Title IX)
- Public Law 93-112, Section 504 of the Rehabilitation Act of 1973
- The Americans With Disabilities Act
- The Age Discrimination Act of 1975, as amended

Any person having inquiries concerning the institution's compliance with these statutes is directed to contact the Assistant Superintendent For Business of the Carthage R-9 School District, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

CIVIL RIGHTS AND GRIEVANCE PROCEDURES

In accordance with Federal and State Statutes, Carthage R-9 Schools is an equal opportunity employer and educational institution which offers free and appropriate educational training without regard to race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships.

Any employee, student or parent/guardian who feels that the Carthage R-9 schools have violated his/her rights have the right of grievance as set forth in the written Carthage R-9 School Board Policies. Such policies are on file in the office of the Superintendent of Schools, 710, Lyon, Carthage, Missouri, and the administrative office of each attendance center of the school district.

The Carthage R-9 Board of Education has designated the Assistant Superintendent of Schools, 710 Lyon, Carthage, Missouri, phone number 417-359-7001, to be the district's non-discrimination compliance coordinator for the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; the P.L. 92-318, Title IX compliance coordinator; the P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 compliance coordinator; and the Americans With Disabilities Act compliance coordinator.

ADMISSION REQUIREMENTS

GENERAL

Students requesting admittance to the Carthage R-9 School District must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by Board policy, rules and regulations, and state laws. In compliance with the **Safe Schools Act** admission information must be provided before enrollment will be accepted.

Grades 7-8: Students requesting admittance to the Carthage R-9 School District will be placed at the appropriate grade level through an evaluation procedure that may include (but not limited to) the student's age, previous educational experience, staff screening, and achievement tests administered by the Carthage R-9 School District.

GRADING SYSTEM (REFERENCE: DISTRICT POLICY 6450)

Grades are an assessment of a student's mastery of course standards. The following system is used:

- | | |
|---|---------------|
| A | Excellent |
| B | Above Average |
| C | Average |
| D | Below Average |
| F | Failure |

The following grading scale will be used to figure letter grades:

A	95 – 100%	C	74 – 76%
A-	90 – 94	C-	70 – 73
B+	87 – 89	D+	67 – 69
B	84 – 86	D	64 – 66
B-	80 – 83	D-	60 – 63
C+	77 – 79	F	0 – 59

Grade reports are made at the end of each quarter of the school year. Parents can help students by reviewing these reports with them. Mid-quarter progress reports are mailed at the end of the fifth week of each quarter. Upon receipt of such reports, parents are invited to arrange conferences with either teachers or counselors to discuss student problems. Only semester grades are entered on the permanent records and are done at the end of each semester.

Grade averages are figured on a 4.0 scale as follows:

Regular Scale

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0

KEYS TO EFFECTIVE STUDY HABITS

The development of effective work habits and study skills is probably the most important achievement of any student. Good habits of work and study transfer from one type of activity to another to a greater extent than any other learning gained in school.

School students are expected to spend time in preparation outside of school. The amount of time depends on the student and the nature of courses carried.

In general, each of the following suggestions for improving study apply to some degree to the development of good work habits and study skills in any subject.

- Find a favorable place for study. It is easier to study in the same place daily. The room temperature should be comfortable; the room should be well ventilated. Lights should be adequate, and a straight chair is best. If possible, study in a room, or at least a space, where you will not be interrupted by other persons, by the radio or television, the telephone, or anything which might interfere with your concentration.
- Know exactly what is to be done.
- Organize your time for study. Learn to take advantage of short periods available for study. Organize large blocks of time effectively. Working out a schedule on paper and following it is helpful, particularly when learning to budget time.
- Plan your study program. For a warm-up period, begin with a subject you like particularly well and in which you can achieve success with comparative ease. After a warm-up period of study, tackle your most difficult subject. If the assignment as a whole seems to be extremely difficult, begin work on those things you can accomplish and work through to the more difficult aspects.
- Begin promptly with strong determination to succeed; keep at it until the task is accomplished. Really work while you work. Be thorough; avoid acquiring the habit of half-mastery.
- Develop the habit of working independently under your own direction and initiative.
- Provide needed material before you begin. Books, paper, pencil, and a dictionary should be close at hand.
- Learn to concentrate. You must learn to ignore distractions over which you have no control, such as radio programs, family conversation, street noises, and concentrate harder on what you are studying.
- Adjust your reading practices to the type of material to be studied and the purpose of your study. Pleasure reading may be done in a more relaxed atmosphere, at a faster pace, and with less attention to detail, whereas, textbook reading requires a more thorough examination.
- Select and use sources of information effectively. Skim to locate materials related to the problem to be solved.
- Try to relate new facts and ideas to known facts and ideas, particularly if they are hard to understand.
- Test yourself by summarizing briefly what you have studied and try organizing it for oral or written presentation in your own words. Review weak spots.

PROCEDURES

DAILY TIME SCHEDULE

The regular daily schedule for the junior high school is as follows:

REGULAR BELL SCHEDULE

1st	7:55 – 8:41
2nd	8:45 – 9:31
3rd	9:35 – 10:21
4th	10:25 – 11:11
5th	11:15 – 12:01
6th	12:05 – 1:21
7th	1:25 – 2:11
8th	2:15 – 3:07
Lunch:	
First	12:05 – 12:31
Second	12:55 – 1:21

ACTIVITY BELL SCHEDULE

1st	7:55 – 8:36
2nd	8:40 – 9:21
3rd	9:25 – 10:06
4th	10:10 – 10:51
5th	10:55 – 11:36
6th	11:40 – 12:52
7th	12:57 – 1:38
8th	1:42 – 2:23
Enrichment/ Tutorial	2:27 – 3:07
Lunch:	
First:	11:44 – 12:12
Second:	12:26 – 12:53

1:00 RELEASE SCHEDULE

1st	7:55 – 8:26
2nd	8:30 – 9:01
3rd	9:05 – 9:36
4th	9:40 – 10:11
5th	10:15 – 10:46
7th	10:50 – 11:21
8th	11:25 – 11:56
6th	12:00 – 1:00
Lunch:	
First	12:00 – 12:27
Second	12:31 – 1:00

OFFICE HOURS

All school offices are open from 7:30 a.m. until 3:30 p.m.

DAILY PROCEDURES

- Upon arrival at school, students are to report directly to one of the following areas:
 - a. East porch
 - b. Sidewalk area at the south entrance to the building
 - c. The gym will be open during inclement weather.
- At 7:30 a.m., students may go to one of the following areas:
 - a. Cafeteria
 - b. Gym
 - c. Media center
 - d. Downstairs computer lab
 - e. To a teacher's classroom with a pass from that teacher
- Students are not to loiter in or around vehicles in the parking lot or other areas not listed above. Non-junior high students will not be allowed on school grounds.
- Students who drive to school must register their vehicle in the office. Vehicles are to be parked in the lower portion of the east parking lot. **(See section below regarding student parking.)**
- Students need to report to the office with notes for excusable absences from 7:30 a.m. -7:50 a.m.
- **Oversleeping and/or missing the bus** are not acceptable excuses for being late to school. Each case will result in an unexcused tardy or absence.
- **Immediately after school**, all students not waiting for a bus are to leave the school grounds unless under supervision of a teacher or coach.

INCLEMENT WEATHER

At the Carthage R-9 Schools, we will always put the safety of our children first when making the decision whether to cancel school due to inclement weather.

When possible, cancellations will be announced the previous evening before the 10:00 p.m. news. However, local television and radio stations are notified immediately upon a decision being made to cancel. Also, the district's automated phone system "Inclement Weather" message will be updated immediately. You can access that message 24 hours a day at 359-7010 - Option 5.

ASSESSMENT SCHEDULE

2008-2009

September	DIAL-3 Kindergarten																
October 7	EXPLORE College Readiness Test (ACT) Grade 9																
October 15	Preliminary Scholastic Aptitude Test (PSAT) Grades 10, 11 as needed																
November 5	Preliminary ACT Study Skills and Interest Inventory (PLAN) Grade 10																
November 20	Armed Services Vocational Aptitude Battery (ASVAB) Grades 10, 11, 12																
February/March	Maculaitis Assessment of Competencies (MACII) K-12 English Language Learners																
March 23 – 27	Terra Nova Basic Achievement Battery Grades 1, 2																
March 30 – April 17	Missouri Assessment Program (MAP) Communication Arts - Grades 3, 4, 5, 6, 7, 8, 11 Mathematics - Grades 3, 4, 5, 6, 7, 8, 10 Science – Grades 5, 8, 11																
April 16 – 17	DIAL-3 Kindergarten Screening																
Throughout school year	Denver Developmental Screening-2, DIAL-R, and DIAL-3 Early Childhood																
Throughout school year	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>ACT Testing Dates</u></th> <th style="text-align: left;"><u>Registration Cutoff Dates</u></th> </tr> </thead> <tbody> <tr> <td>September 13, 2008</td> <td>August 8, 2008</td> </tr> <tr> <td>*October 25, 2008</td> <td>September 19, 2008</td> </tr> <tr> <td>December 13, 2008</td> <td>November 7, 2008</td> </tr> <tr> <td>*February 7, 2009</td> <td>January 2, 2009</td> </tr> <tr> <td>*April 4, 2009</td> <td>February 27, 2009</td> </tr> <tr> <td>June 13, 2009</td> <td>May 8, 2009</td> </tr> <tr> <td colspan="2">*Testing will be offered by Carthage Senior High School on these dates</td> </tr> </tbody> </table>	<u>ACT Testing Dates</u>	<u>Registration Cutoff Dates</u>	September 13, 2008	August 8, 2008	*October 25, 2008	September 19, 2008	December 13, 2008	November 7, 2008	*February 7, 2009	January 2, 2009	*April 4, 2009	February 27, 2009	June 13, 2009	May 8, 2009	*Testing will be offered by Carthage Senior High School on these dates	
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Evaluation Services – Statewide Assessments

Policy 6440

All students will participate in statewide assessments. The Administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

Adopted: December 15, 2003

STUDENT PARKING

Driving to the junior high school by students who are licensed drivers is discouraged. Those who choose to drive must fill out a Student Parking Agreement, which is available in the office. Upon arrival at school each day, students driving vehicles to school must bring their keys to the office by 8:00 a.m. and may pick them up after 3:07 p.m. (Ref: District Policy 2650)

HALL PASSES

Hall passes or hallway passports will be issued for emergencies only. The Carthage Junior High School Planner contains hallway passports. Students must keep their planner with them at all times, and the Hallway Passports may be used in place of the hall passes. In the case of an emergency and the student's hallway passport is unavailable, teachers may also issue yellow hall passes to students. Students may not be allowed to borrow another student's planner to use the space reserved for passes out of class. If a planner is lost or stolen, students may purchase a replacement planner for \$5.00 from the assistant principal's office. The office must issue pink slips for students to leave the building during the morning or afternoon. Failure to obtain a pink slip before leaving the building constitutes truancy.

ATTENDANCE (REFERENCE: DISTRICT POLICY 2310)

Regular attendance and promptness to class result in the student attaining maximum benefit from instruction and developing habits of punctuality, self-discipline, and responsibility. The student with good attendance generally achieves higher grades, enjoys school more, and is more employable after leaving school. Studies show a direct relationship between poor attendance and class failure. The following procedures apply when an absence is necessary:

- On the day of the absence, a parent/guardian should notify the school (359-7050) between 7:30 a. m. and 11:00 a.m.
- The student may report to the office between 7:30 and 7:50 the morning of his/her return to school to turn in their parent note documenting the absence, and have their planners stamped.
- Parent verification of all absences is required and may be provided by phone or written note. Verification must include the reason for the absence, the date of the absence and a parent/guardian signature. Failure to provide verification constitutes truancy.
- School officials will determine if the absence is excused or unexcused.

Excused absences are those approved by school officials for one of the following reasons:

- Illness of student
- Serious illness or emergency in the immediate family
- Professional appointments which cannot be scheduled outside the school day (verification required)
- Funerals
- Court appearances (verification required)
- Obtaining driver's license or permit (up to 2 class periods)
- Family trips with prior notification and approval

Unexcused absences are those not approved by school officials. Students will not receive credit for class work missed. Unexcused absences include, but are not limited to, the following reasons:

- Truancy
- Suspensions
- Employment
- Automobile breakdown
- Oversleeping
- Missing the bus or other ride
- Errands or business appointments
- Shopping or hair appointments
- Personal or family matters not pre-approved by school officials, including babysitting

The following policy and procedures apply to all students at Carthage Junior High:

- Parents will be notified after a student's third and sixth absence.
- Any student wishing to leave campus for any reason must check out through the office by presenting a note from the parent or by parent phone call prior to the absence. Failure to do so constitutes truancy. Requests by parents for their children to be excused from school during the day should be made only in cases of emergency. Such requests should be made through the principals' office.
- Students who are absent should make arrangements with their teachers for make-up work immediately upon return to school. The amount of time allowed to complete the work is at the teacher's discretion. Any student who does not make these arrangements within two school days after returning to school forfeits the privilege of making up work.
- When students miss a full day of classes due to participation in a school activity, assignments are due upon return to class.
- When students miss part of a school day due to participation in a school activity, assignments due on the day of the activity are to be turned in before leaving school. Work assigned on the day of the activity is due upon return (students must obtain assignments before leaving).
- In case of planned absence, students must make arrangements for make-up work with individual teachers. Parents may assist students with this process by notifying the principal in advance.

LOCKERS (REFERENCE: DISTRICT POLICY 2150)

Each student will be assigned a hall locker. Two people must share most of these lockers. A combination lock will be issued. It is the student's responsibility to keep the combination to himself to guard against someone else gaining access to the locker. Boys may not share lockers with girls, and girls may not share lockers with boys. Consequences may be assigned if students are discovered to be using a locker that is not assigned to them by staff or administration.

The following regulations govern the use of hall lockers:

- Every student should use the locker assigned to him. **Students are not to change lockers without office approval.** Only one change for any reason, unless initiated by the office, will be allowed per year.
- The school cannot assume financial responsibility for lost or stolen items, so students are strongly encouraged to avoid bringing valuables to school and to KEEP LOCKERS LOCKED.
- Only locks furnished by the school are to be used.
- Lockers should be kept clean and their contents should be arranged in an orderly manner at all times.
- Students are not to deface lockers with writing, contact paper or pictures inappropriate for school.
- School lockers are the property of the Board of Education and are provided for the use/convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

SAFE SCHOOLS (REFERENCE: DISTRICT POLICY 2663)

In an effort to maintain safe and drug-free schools, periodic visits by the canine corps may be conducted. In compliance with the Safe Schools Act, acts of violence or possession of weapons will result in suspension and/or expulsion.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION FORM 2400

Under FERPA the Carthage R-9 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. Certain school publications or records may include, but are not limited to: programs for athletic events, yearbook, honor roll or recognition lists, newspapers, or graduation programs. Furthermore, directory information from the educational records may be released to companies to contact you about class rings, graduation announcements, or yearbooks. The Elementary and Secondary Education Act of 1965 requires schools to provide directory information to military recruiters unless parents have advised the local Educational Agency (the school) they do not want directory information to be released. If you do not want the district to disclose the directory information or other personally identifying information parents must contact the Carthage R-9 School District in writing the first week of school.

PROHIBITION AGAINST FIREARMS AND WEAPONS DISTRICT POLICY 1433

Possession of firearms and weapons is prohibited on school premises at all times, except for law enforcement officials acting within the scope of their duties. School premises include all district buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on District property, whether or not those school activities are conducted on District property, and non-school activities that may occur on school property. Prohibition against the possession of a weapon while on school property applies to weapons present in any and all vehicles parked on school property, regardless whether such weapon is concealed or openly displayed, and regardless whether such vehicle is owned and/or operated by a student, parent, patron, vendor, or any other person or entity, except as otherwise explicitly provided herein. Violations of this policy will be dealt with severely and the law enforcement officials will be notified.

USE OF TELEPHONE

The telephones in the offices and in the classrooms are for school use and are to be used by school personnel only. Students may use these phones only when given permission to do so. Phone messages from parents/guardians will be delivered to students as needed. **The use of cell phones is not allowed at school during school hours. Cell phones must be turned off before entering the building to begin the school day and kept out of sight. Cell phones may return to active service when leaving the building after completion of the school day. Cell phones may not be used on school buses.** Students who choose not to following these instructions will be subject to the following consequences: 1st offense – cell phone will be taken from the student and placed in the office until the end of the school day, 2nd offense – cell phone will be taken from the student and kept in the office until a parent conference is held. At that time, the cell phone will be given to the parent. Additional disciplinary consequences may also be assigned for repeated violations.

ILLNESS OR ACCIDENT AT SCHOOL

Students who become ill during the school day should report to the office. Proper care will be provided. If students are so seriously ill that they should be sent home or to the hospital, parents will be notified whenever possible, and parent instructions will be followed in handling the situation.

If a student is so seriously injured or ill as to constitute an emergency and parents cannot be reached, an ambulance will be called and the student will be taken to the hospital. Less serious cases of injury or illness may be attended by the school nurse or one of the teachers until the student can be taken home. When it seems advisable, a member of the school staff will accompany the student if a parent cannot be reached by telephone.

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medications to students. However, the Board recognizes that some students may require medications for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board delegated to the superintendent the authority to determine whether to allow administration of medication to all students. The superintendent, in collaboration with district school or public health nurses (hereinafter referred to as "nurses"), will establish administrative procedures for such administration of medications in compliance with this policy and pursuant to state and federal law.

The administration of medications is a nursing activity that must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medications by unlicensed personnel who are trained by the nurse to administer medications.

Nurses must use reasonable and prudent judgment to determine whether or not to administer particular medications to students while also working in collaboration with parents and school administration. Nurses will, in carrying out their legal duty to protect the health, welfare, and safety of students, clarify authorized prescribed orders and respond in accordance with such clarifications, when nurses' reasonable and prudent judgment dictates a need to do so. Nurses will also, based on their specialized education, judgment and skill, determine if medications are inappropriate for administration. The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed on the label, in the *Physician's Desk Reference (PDR)*, or other recognized medical or pharmaceutical text.

For the safety of students, pre-kindergarten through 9th grade students must have their prescription or over-the-counter medications brought to school by a parent or designated adult, with the exception of metered dose inhalers. Written permission to administer any medications at school must be provided annually by parents/guardians. Established district administrative procedures must also be followed.

Whenever possible students will be encouraged to take responsibility for going to the health room/office at the proper time to take his/her medication. The nurse will take reasonable measures to see that each student receives his/her scheduled medication. For all medications administered, the school nurse or designee must maintain thorough documentation.

An authorized prescriber may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medications as part of learning self-care. These students may self-administer medications, such as through the use of a metered-dose inhaler, provided that the conditions set forth in state law have been met and the self administration of medication form has been signed by the physician, parent and student.

PRESCRIPTION MEDICATIONS

- The prescription label may be considered an equivalent of the physician's or authorized prescriber's written order for medication administration.
- No more than a month's supply of prescription medication will be kept at school
- Prescription medication is to be in the most current pharmacy labeled bottle. Prescription drugs will be administered up to six months after the date on the prescription label.
- The nurse will administer injectable medications or inhalers unless written permission is received from the physician and the parent/guardian that the student may self-administer. The self-administration of medication form must be signed by the physician, parent and student. Should an injectable medication be necessary when the school nurse is not available, the 911 (EMS) system should be activated.
- Epi-pens may be administered by non-licensed personnel provided a registered nurse has delegated the responsibility and provided appropriate training on an annual basis.

NON-PRESCRIPTION MEDICATIONS

- Administration of over-the-counter medication does not require a prescription provided one administers the medication according to the specific directions outlined on the manufacturer's label and the annual permission form has been signed by the parent/guardian.
- Over-the-counter medication must be in the original container with the original label and instructions for administration intact.

For purposes of this policy and any accompanying regulations, the following definitions apply:

* "Medications" include prescription, over-the-counter drugs, and for purposes of this policy, herbal preparations.

REGISTRATION AND ENROLLMENT

During the second semester of each school year, each student will be enrolled for the following year. This enrollment will be handled through the guidance department. After a student is enrolled the student should take home a copy of the proposed course selection and have it checked by his parents. Parents may contact the counselor to discuss changes in course selections.

CHANGING SCHEDULES

After course selections are chosen by the student and parents, the actual scheduling or placing in class is done by the counselors. When this procedure is completed, the student's enrollment becomes final and will not be changed except for the following:

- During the first two weeks of the new semester, changes may be initiated by the administration or counselors to balance class sizes.
- A parent may request a conference to discuss the placement of the student.
- Changes for sound educational reasons and general educational benefit of any student may be suggested to the counselors and due consideration will be given to each individual case by the counselors and administrators.
- Final approval or rejection of any or all change requests is the responsibility of the school principal.

WITHDRAWAL FROM SCHOOL

Parents or guardians of a student wishing to withdraw from school should contact the counselors' office to obtain a withdrawal slip. All school-owned books, locks, and other equipment must be returned to school officials or students will be billed for cost. Students who wish to withdraw for any reason other than transfer must meet with the counselor or principal to initiate the process.

CHANGE OF ADDRESS

In order for our records to be up to date, it is necessary that students report any change of address to the principal's office. This is particularly important for students living outside the Carthage school district. Failure to report such a change may result in billing the wrong school district for tuition and transportation.

PREPAID BREAKFAST / LUNCH PROGRAM

Students will pay for their meals in advance by making deposits into their personal accounts in the office or in the cafeteria. **All deposits need to be made no later than 9:00 a.m. in order for the money to be posted to that student's account the day the deposit was made.** No charges can be made at the snack bar. In case of emergency, students may charge a lunch once at the regular lunch line in the cafeteria, in order to get a deposit made for the next day.

Every student will be fingerprinted for the lunch room program unless, a parent or guardian sends a written note to the school stating that their child not be fingerprinted.

PERSONAL CHECKS

All checks written to the school system must include date of birth and/or social security number to be accepted for payment. Checks cannot be written for more than the amount due in payment, since checks cannot be cashed at school.

VISITORS TO THE SCHOOL

All visitors to the campus are required to report to the principal's office immediately upon arrival. All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, should be considered trespassers and will be subject to arrest and prosecution. Loitering on school grounds or cruising school parking lots are not permitted. Parents are welcome at anytime, and any information about the school may be obtained from the office. Those who wish to tour the building will be provided a guide if necessary.

No visitor should go into a classroom, library, study hall, or locker room before obtaining a visitor's pass from the principal's office. School age visitors will not be allowed to attend classes. The junior high is off limits to senior high students during the school day except with permission from the office.

BOOKS AND SUPPLIES (REFERENCE: DISTRICT POLICY 6231)

Textbooks and supplementary reference books are provided for students. Textbooks are assigned on an individual basis and a student is responsible for the books assigned to him. Students are financially responsible for lost or damaged books and will be charged purchase cost for new books or \$30.00 after the first year.

PHYSICAL EDUCATION EQUIPMENT

Physical education is a one-semester class for seventh and eighth graders. Ninth graders will be enrolled in a one-semester health class to fulfill the graduation requirement.

Boys' and girls' physical education classes have uniforms to wear during class. All articles of equipment should be marked as instructed by the physical education instructor. Each student is expected to keep gym clothes neat and clean at all times.

LOST AND FOUND

Students who either find or lose articles should report to that office. Lost and found items are kept bins in the hall next to the cafeteria. Found items such as purses will be kept in the main office. The loss of property may be minimized by placing the owner's name on every article and by KEEPING LOCKERS LOCKED.

CARE OF SCHOOL PROPERTY (REFERENCE: DISTRICT POLICY 6231)

Students will be held responsible for the proper care of all books, supplies, apparatus, or equipment furnished them by the school. Students who deface, damage, or lose school property will be required to pay for the damage or loss.

USE OF BUILDING AND FACILITIES

Students engaged in extracurricular activities are to be under the direct supervision of a teacher and will confine themselves to the area of the building directly involved.

Use of building or other school facilities for student activities or other purposes should be scheduled through the office of the activities director. Whenever possible, arrangements should be made at least two weeks in advance of the time such facilities are to be used.

STUDENT ACCIDENT INSURANCE

Schools are not responsible for medical expenses resulting from injuries sustained on district property. Because of this, insurance is made available to students on a voluntary basis. It is available as either school-time protection only or full-time protection. The regular insurance does not cover football players. Football coverage is available for an additional fee through the voluntary insurance plan available by the school. All students participating in extracurricular athletics must have medical insurance coverage.

Students and parents should check carefully the insurance information sheet attached to the application form.

EMERGENCY DRILLS

Severe weather, earthquake, fire and other emergency drills are held at regular intervals during the school year. Students will be instructed by the teacher as to the procedure to follow. The principal establishes standard policies for each part of the building.

CIVIL DEFENSE ALERT

Instructions for Civil Defense alerts are issued to the staff by the principal of the building.

RULES

APPROPRIATE DRESS AND PERSONAL APPEARANCE (REFERENCE: DISTRICT POLICY 2651)

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. With this in mind, students will be encouraged, at all times, to be aware of their personal appearance and to dress according to generally accepted customs of the local community. Any attire or manner of grooming which does not create a distraction in the educational process or does not allow immodest exposure is the key to appropriate dress. The keynote to dress at anytime, for any occasion, is good taste. The following are specific examples of articles that will not be permitted:

1. Clothes that advertise or display any type of alcohol, drugs, tobacco, nudity, improper language, or double-meaning slogans.
2. Mesh or any form of see-through clothing including fishnet hosiery on arms or legs.
3. Clothes that have a low cut or revealing neckline, or that expose the midriff or backside.
4. Tank tops or other sleeveless tops or shirts with excessively large openings (All clothes must have sleeves or a 3" minimum shoulder strap width.) Sleeve openings must conceal the torso.
5. Exposed undergarments.
6. The waistband must be worn at the hips or above even if covered by an untucked shirt. Excessively baggy clothing must be worn with a belt or suspenders in order to comply with this standard.
7. Clothes that have tears, rips, or cuts. Such holes must be patched from the outside so that the hole is not visible.
8. Hats or other head coverings, including sunglasses, worn inside the building. Hats must be kept in hall lockers during the day. Hats are to be removed once a student has entered the building.
9. Bare feet (health and safety regulations require that all student wear shoes).
10. Shorts, skirts, and dresses must be at least knee-length when the student is observed in a standing position.
11. No heavy or loose chains or straps that may create a safety risk.
12. Any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group which encourages drug use, violence, or which exhibits behaviors that interfere with the normal and orderly operation of the school. Symbols, whether permanent or temporary, including but not limited to, anarchy symbols, or other "gang" symbols are not acceptable. Long raincoats or trench coats, large handkerchiefs or bandanas as head coverings or adornments are examples of clothing that are not acceptable.
13. Hair must be a natural hair color.

14. Pajama pants and house shoes are not acceptable for school.

15. Pants or shorts that have letters or words across the posterior are not acceptable for school.

Any approved school issued uniform that is worn as prescribed will be deemed in compliance with the dress code. Decisions concerning questionable dress will be made by the administration. These decisions are final. In cases where the dress code is violated, the student will be required to modify their dress to comply with the dress code for the remainder of the day AND receive a disciplinary consequence as per the Disciplinary Matrix.

NON-SANCTIONED GROUPS (REFERENCE: DISTRICT POLICY 2653)

The presence on school premises, in school vehicles or at school activities of any apparel, jewelry, accessory, symbol, graffiti, gesture, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute denotes membership in such a group which advocates drug use, violence or exhibits behaviors that interfere with the normal and orderly operation of the school is prohibited.

BOOKBAGS AND HANDBAGS

No backpacks or book bags will be allowed in classrooms. Students must store these items in their assigned locker during the school day. Purses that can fit entirely into a shoebox (kept in the Assistant Principal's office) may be carried to classes.

ELECTRONIC DEVICES AND/OR RECREATIONAL OBJECTS

Due to the disruptive nature and the financial responsibility of electronic devices and recreational objects including, but not limited to, cellular phones, beeper/pagers, CD/tape players, radios, iPods, MP3 players, electronic games, laser pointers, skateboards, roller-blades or roller-skates, yo-yos, or other items deemed to be a nuisance, such items are not to be used during the school day.

Use of cameras and camera phones are strictly prohibited in classrooms, locker rooms, dormitories, or bathrooms. Any photos taken that compromise personal privacy or academic integrity will be treated with the most severe consequences relevant to the circumstances, up to and including in-school or out-of-school suspensions.

The following guidelines apply:

- Providing that the nature of the situation was not disruptive and the student was cooperative, the object will be sent to the office and kept until the end of the day, at which time the student is to take it home and leave it at home.
- Subsequent Offenses: the recreational object will be kept in the office for a parent/guardian to claim at their convenience.

Disruptive and/or uncooperative behavior in relation to the possession of the recreational object may result in the following:

- The object will be kept in the office for parents to claim at the end of a conference with the principal.
- The student may be subject to disciplinary action.

MARKERS

Sharpies and other permanent or washable ink markers are prohibited. If such supplies are necessary during the educational process, the classroom teacher will supply them to the students and collect them before the end of class. White board markers may be used only in conjunction with a whiteboard. If students are found in possession of or using markers outside of the stated parameters, the markers will be confiscated without promise of return and disciplinary consequences may be assigned. Students who are found with writing on their person will be deemed to be in, or have been in possession of markers, and consequences will be assigned accordingly.

POSTERS/FLYERS

All posters and flyers displayed in the school must be initialed by one of the principals.

CONDUCT ON BUSES

Students riding school buses are under the direct supervision of the driver of the bus. Buses provide a service for students living more than a mile from school. The driver may deny this service to any student who exhibits inappropriate behavior. Discipline problems arising while students are riding buses are referred to the Director of Transportation, phone number 359-7014.

CONDUCT DURING BREAKFAST AND LUNCH

Carthage Junior High School operates with a closed campus dining policy, meaning that students are not allowed to leave campus during dining periods without proper authorization. Breakfast and lunch will be offered by the school district. Free or reduced prices apply to breakfast and lunch. **Students are expected to eat in a mannerly way, dispose of trash properly, and return the tray and utensils to the proper place.** Students should use the restroom during the lunch period and be in class on time. Food and beverages are not allowed beyond the cafeteria area.

FUND-RAISING

Fund-raising can be an educational experience and can serve to supplement the activities of our classes and clubs. However, fund-raising should not interfere with the educational process. Therefore, we will allow only school-sponsored fund-raising at school. Students are responsible for fund-raising goods and receipts and should use caution to avoid loss. Students are not to bring items to school to sell for the benefit of non-school organizations or personal profit.

ASSEMBLIES

Assemblies are an important part of the program of a school. Most have both educational and inspirational value. Programs are provided by the students themselves under teachers' direction or by the use of outside talent. Outside programs are carefully selected for their value to the students. As a general rule, assemblies are presided over by the principal. Since assemblies are part of the regular program of the school, attendance is required.

HOTLINE 359-7010 #6

If anyone is aware of a planned activity, threat, organized plot to disrupt the school setting, cause harm to student or school personnel, please contact the school HOTLINE immediately. The call is confidential and all reports will be investigated.

MEDIA CENTER

The Media Center is open from 7:30 to 3:30 p.m. each school day. Books and periodicals are checked out for three weeks and may be renewed. A fine of five cents per day per item will be assessed for materials kept past the due date. Students will be responsible for the cost of the replacement of any items that are damaged or lost. Failure to pay fines promptly will result in loss of computer network privileges. Grade cards will be held until payment is made.

COMPUTER NETWORK (REFERENCE: DISTRICT POLICY 6320)

- NO food or drink will be allowed near the computers.
- Computer programs may not be installed on any school computer without permission.
- Before leaving the computer, log out and clean up the workstation.
- DO NOT give anyone else your password or use anyone else's password.
- No email or broadcast messages may be sent to any group of users without permission.
- Email is not to be used during class time. Only the email program provided by the school may be used.
- No program files may be downloaded. Graphic, movie, and sound files must be deleted after fulfillment of the assignment for which they were obtained.
- Documents created at home must be virus-checked in the media center or computer lab. Only school personnel may copy files from disks to your school file.

DISTRIBUTION OF NONCURRICULAR PUBLICATIONS BY STUDENTS (REFERENCE: DISTRICT POLICY 2170)

The district recognizes that student expression regarding a variety of topics may be beneficial to the district's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The district, however, has the obligation to ensure that student expression is consistent with the district's educational mission. Accordingly, the district has adopted guidelines to regulate student expression in a manner consistent with the district's educational goals.

COUNSELING

COUNSELING AND TESTING

Each student should thoughtfully consider his own interests, aptitudes, abilities, and ambitions. Faculty members are available to help students think through some of the decisions they must make in planning their high school program. However, the guidance counselors are the people to whom students will usually look for such help. Students should feel free to arrange such conferences as they are needed or desired by contacting counselors before school or between classes.

The testing program provides a measure of overall student achievement and also indicates capacities and aptitudes of individual students. Students must use this information to make their own decisions, but proper counseling and testing will help them make informed decisions.

REGISTRATION AND ENROLLMENT

During the second semester of each school year, each student will be individually enrolled for the following year. This enrollment will be handled through the guidance department. After a student is enrolled by one of the guidance counselors, the student should take home a copy of the proposed course selections and have it checked by one of his parents. Parents may contact the counselor to discuss changes.

CHANGING SCHEDULES

Student enrollment is completed in spring for next year. The enrollment is discussed with the student and his parents before it is finalized. Following this, the counselors do the actual scheduling or placing in class. When this procedure is completed, the student's enrollment becomes final and will not be changed except for the following:

- During the first two weeks of the new semester, changes may be initiated by the administration or counselors to balance class sizes.
- A parent may request a conference to discuss the placement of the students.

- Changes for sound educational reasons and general educational benefit of any student may be suggested to the counselors and due consideration will be given to each individual case by the counselors and administrators.
- Final approval or rejection of any or all change requests is the responsibility of the school principal.

Any withdrawal after the third week of the semester will result in an “F” on the transcript.

STUDENT DISCIPLINE – CODE OF CONDUCT (REFERENCE: DISTRICT POLICY 2610)

Development of good discipline and school safety are among the most important goals of education. Discipline is the development of self-control, character, proper respect and consideration for other people and property. School safety is the responsibility of everyone. Any student, parent or concerned citizen has a responsibility to report to the office or school staff any rumor or information that jeopardizes the safety of anyone associated with the school.

So that the Carthage School District can maintain the best learning environment possible, the administration and faculty members have the following expectations of our students:

- Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach. Appropriate out-of-classroom behavior should demonstrate respect for the personal and property rights of other students, faculty, and members of the staff.
- Arrival at school and to class on time along with adequate preparation for classes.
- Daily attendance in school and class.
- Appropriate use and care of school facilities and equipment.
- Cooperation with school faculty and other staff members.
- Adherence to appropriate standards of courtesy, decency, and morality.

No code can be expected to list each and every offense, which may result in the use of disciplinary action. So that Carthage students may know and understand the disciplinary guidelines for normal school operation, the following activities listed below are prohibited. Any student who engages in any of these activities is subject to disciplinary action, which may range from student conference to parental conference, loss of privileges to loss of course credit, detention, corporal punishment, short term suspension to expulsion from school. Punishment may be a combination of the preceding depending on the severity of the offense. When a school suspension is determined to be appropriate for offense committed, the suspension or expulsion policies of the board of education shall be followed. (Reference: District Policies 2660, 2670, 2662, 2663)

The Carthage School District code of conduct applies to any student who is on school property or adjacent to school property. The Carthage school code of conduct can include off-campus misconduct which is not school related if it is prejudicial to good order and discipline in the schools or impairs the morale and good conduct of students. It also applies to students who are in attendance at school or at a school-sponsored activity. The policy applies to students who are riding a bus to and from school or school-sponsored activities. Students are subject to discipline, up to and including expulsion, for misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare. The appropriate law enforcement agency will be notified and/or directly involved in any student offense that falls within their jurisdiction (drugs, alcohol, arson, etc.)

- **Tardiness – A student is tardy if not in class and seated when the bell rings.** Students will receive one teacher-issued warning per quarter. Any subsequent tardies to class will result in disciplinary action.
- **Disorderly or Disruptive School Conduct** – Improper language (verbal or written), gestures, insolence, refusing to comply with stated classroom rules, inciting school disturbances, trespassing, pranks, violations of the dress code, possession of pornography or nuisance items, gambling, or other acts which disrupt the educational environment of the classroom or of the school.
- **Malicious Mischief** – Tampering or interfering with school or personal property. Examples: littering, graffiti, tampering with lockers, tagging cars.
- **Inappropriate Display of Affection** – The only appropriate display of affection is holding hands.
- **Harassment** – Words or conduct that intentionally intimidate or defame another student or school personnel. Any student who believes he/she has been the victim of harassment should report to the alleged harassment to the Principal and/or the Assistant Superintendent. (Reference: District Policy 2130)
- **Reckless or Endangering Behavior** – Conduct that creates substantial risk of physical injury to any other person. Examples: fight promotion, throwing objects, horseplay.
- **Gambling** – Participating in games of chance for the purpose of exchanging money
- **Failure Avoidance** – Students are expected to complete all assignment on time. Failure to do so on multiple occasions is considered a discipline issue.
- **Truancy** – If after leaving home for school, the student does not attend school, or if he leaves the campus during school hours without permission from the office or if he does not attend a class. Students are also truant if they stay home without a valid reason. Subsequent letters or notes indicating parental approval for these absences cannot be accepted. There will be no authorized skip day. The student will not receive credit for make-up work.

- **Defiance of Authority/Insubordination/Blatant Disrespect** – Verbal abuse, refusal to obey school rules or to follow instructions of administrators, faculty, or other school personnel.
- **Theft** – Nonconsensual taking, or attempt to take the property of another.
- **Fighting** – Combatant physical contact between two or more individuals.
- **Bullying** – Aggressive behavior or intentional “harmdoing,” without apparent provocation, carried out by an individual or group of individual or group of individuals repeatedly and over time within interpersonal relationships characterized by an imbalance of power with the intention to intimidate or inflict physical, emotional, or mental harm.
- **Forgery** – Giving false or misleading information, either verbally or in writing, to a school employee.
- **Scholastic Dishonesty** – Includes, but is not limited to, cheating on test, plagiarism, and collusion.
 - a. **Cheating on a Test** includes:
 1. Copying from another student’s test paper.
 2. Using material during a test, which is not authorized by the person giving the test.
 3. Collaborating with another student during the test without authority.
 4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.
 5. Securing copies of the test or answers to the test in advance of the test.
 - b. **Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit.
 - c. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.
- **Tobacco Possession/Use/Transfer** – The possession and/or use of tobacco in any form on or adjacent to school property, or any school event held away from school.
- **Vandalism** – Willful or deliberate destruction or defacement of school or personal property.
- **Sexually Inappropriate Behavior** – Unwanted verbal, written or physical conduct of a sexual nature imposed on the basis of sex. (Reference: District Policy 2130)
- **Assault** – Assault of a Student or Staff Member- Use of physical force with the intent to do bodily harm. Fighting-Physically striking another in a mutual contact as differentiated from an assault.
- **Weapons** – A weapon shall be defined as any instrument or device customarily used for attack or defense against another person, including, but not limited to, knives (including pocketknives) guns, instruments of the martial arts, fireworks, incendiary devices, irritants, or objects imitating any of these items, or any other instrument or device used to inflict injury or harm to another person.
- **Weapon Possession/Use/Transfer** – Possession of any weapon, knife, (including pocket knives), gun, instrument, article (including fireworks and instruments of the martial arts or objects imitating these items) that might be injurious to a person or property.
- **Alcohol, Drug or Other Dangerous Substance Use/Possession/Under The Influence/Transfer or Distribution** – Transfer, distribution, use or possession, under the influence of illegal drugs, alcohol, controlled substances, paraphernalia, dangerous drugs, substances or their imitators, use of substances or drugs in a manner other than directed or prescribed, on or adjacent to school property or at any school sponsored event
- **Arson** – Intentionally causing or attempting to cause a fire or explosion.
- **Extortion/Coercion/Blackmail** – Obtaining or attempting to obtain money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- **Non-Sanctioned Groups** – A group whose apparel, jewelry, accessory, symbol, graffiti, gesture, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in such a group that advocates drug use, violence or exhibits behaviors that interfere with the normal and orderly operation of the school.
- **False Alarms** – Tampering with emergency equipment, setting off false alarms, or making false reports.
- **Threat** - Verbal, physical or written expression of an intention to inflict harm to person or property.

EXPLANATION OF DISCIPLINARY RESPONSE PROCEDURES

Parents will be contacted by phone, letter, or disciplinary referral when the following penalties are assigned. It is our intention that good communication between school and parents will lead to cooperative efforts to change student misbehavior so the student functions more harmoniously with school rules and personnel. Only actual school days will be counted as days served in I.S.S. or O.S.S. In case school is dismissed due to inclement weather, suspensions will carry over to the next day school is in session.

- **Ninth Hour:** Ninth Hour will be held Monday through Thursday from 3:15- 4:00, 7:00-7:45 am Fridays, unless it is an early release day. Students are not to leave campus between 3:07 and 3:15. Students must bring work appropriate for school and remain busy studying for the entire hour. Ninth Hours are an excellent opportunity for students to meet with teachers for tutorial assistance, but arrangements must be made with the teachers prior to the scheduled Ninth Hour. The school will not provide transportation. However, students will have one week in which to complete the Ninth Hour. This will allow students to avoid scheduling conflicts. PROCRASTINATION IS STRONGLY DISCOURAGED.

- **Restricted Movement (RM):** Students who have displayed a willingness to engage in inappropriate behavior outside of the classroom, such as during passing times or during lunch/breakfast, or students who are frequently tardy in spite of typical disciplinary consequences may be placed on Restricted Movement. RM is designed to limit the number of distractions to a student and to monitor a particular student's movement more carefully than the general population in an attempt to encourage positive interaction when the student returns to the general population. Restrictions may include passing time and dining times.
- **In-School Suspension (I.S.S.):** Students will be removed from the regular school setting. I.S.S. will be held every school day from 8:00 a.m. until 3:07 p.m. On the day of the I.S.S. assignment, student may enter the building at 7:30 a.m. only to go to the cafeteria for breakfast. At 7:54 a.m., students may go to their lockers and then must go directly to the I.S.S. room. They are not allowed to go to any other portion of the building. They will remain in I.S.S. for the entire day. Assignments from their regular classes will be available. Assignments are due upon return to classes. Work may be taken home except for tests or other materials indicated by teachers not to be done at home. Students must remain busy working during the day. If work is completed, students will read for the remainder of their time in I.S.S. Students assigned to I.S.S. must bring their own lunch or have the money to purchase a hot lunch. Students assigned I.S.S. will not be eligible to attend or participate in any school functions until the assignment is completed (3:07 p.m. of last day served). Students removed from I.S.S. due to loss of points or refusal to do class work can be given additional days of ISS or suspended from school.
- **Intervention Class:** A self-contained academic and behavioral improvement center that will emphasize appropriate classroom behaviors and instill positive learning habits for students who lack such skills. Character education, counseling, group learning, computer assisted technology, individual and group counseling, and other intervention strategies will be critical components for students in this involuntary program.
- **Community Service:** Students who contribute to the public or school welfare through their labor in lieu of other school issued consequences.
- **Out-of-School Suspension (O.S.S.)** (Reference: District Policy 2662) -Students will be removed from the regular school setting. They will not be allowed to attend classes, be on school grounds, or attend or participate in any school-sponsored functions while suspended. Students will not receive credit for class work missed.

DETENTION AND/OR IN-SCHOOL SUSPENSION (I.S.S.) OF STUDENTS (REFERENCE: DISTRICT POLICY 2660)

Rules and consequences are established not for the responsible majority, but for the irresponsible few. This chart serves as a guideline for administrative response to unacceptable student behavior, and helps maintain fairness and consistency for all students.

JUNIOR HIGH SCHOOL DISCIPLINE CHART

Consequences

NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation
1. Tardiness Per Class Per Quarter	Teacher-Issued Warning	One Ninth Hour	Two Ninth Hours	One Day I.S.S.	Two Days I.S.S.	Three Days of I.S.S. and/or R.M. or I.C.
2. a. Disorderly or Disruptive School Conduct b. Malicious Mischief c. Inappropriate Display of Affection d. Failure to Return Progress Report e. Reckless/Endangering Behavior f. Dress Code Violation g. Use of Cell Phone h. Leaving School Without Checking Out i. Disrespect j. Inappropriate Language/Profanity (not directed at school personnel)	One Ninth Hour	Two Ninth Hours	One Day I.S.S.	Two Days I.S.S.	Three Days I.S.S.	I.S.S. Progression and/or R.M.
3. Failure Avoidance	Teacher-Issued Warning	One Ninth Hour	Two Ninth Hours	One Day I.S.S.	Two Days I.S.S.	Three Days I.S.S.

NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation
4. Failure to Attend Ninth Hour	Two Ninth Hours	One Day I.S.S.	I.S.S. Progression and/or R.M.			
5. Truancy a. Less than ½ day b. More than ½ day	a. One Ninth Hour for Each Hour Missed b. One Day I.S.S. for Each Day Missed	Two Days I.S.S.	I.S.S. Progression			
6. a. Defiance of Authority b. Lying/Forgery c. Scholastic Dishonesty d. Tobacco Violation/Possession (including lighters) e. Failure to Attend LOP (Loss of Privilege)	One Day I.S.S.	Two Days I.S.S.	I.S.S. Progression and/or I.C.			
7. Fighting	Three Days O.S.S. and/or I.C.	O.S.S. Progression and/or I.C.				
8. Blatant Disrespect	From 3 days I.S.S. up to 10 days O.S.S. Depending Upon Severity of Infraction	O.S.S. Progression				
9. Non-Sanctioned Group Activity	Three Days I.S.S.	O.S.S. Progression				
10.a. Sexually Inappropriate Behavior b. Sexual Harassment c. Threatening or Harassing Another Student d. Bullying e. Ethnic/Prejudicial Slurs	Penalties Will Be Assigned According To Severity Of The Offense					
11. Theft or Vandalism	Restitution Plus Penalties Will Be Assigned According To Severity Of The Offense					
12. Assault, Threats, False Alarms (including death threats or threats to use weapons)	O.S.S., Penalties Will Be Assigned According to Severity Of The Offense					
13. Tobacco Use	Three Days I.S.S.					
14. Alcohol/Drugs a. Under The Influence b. Possession At School	a. Five Days O.S.S. b. Ten Days O.S.S.	Ten Days O.S.S. With Recommendation For Long-Term Suspension				
15. a. Arson b. Assault or Threats on School Personnel c. Extortion/Coercion/Blackmail d. Alcohol/Drug/Imitator Sale or Distribution	Ten Days O.S.S. With Recommendation For Long-Term Suspension					

NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation
16. Weapons Provision (Refer to District Policy 2620)	In Accordance With Federal Law, Any Student Who Brings or Possesses A Weapon on School Property Will Be Suspended From School For At Least One Calendar Year And Will Be Referred To The Appropriate Legal Authorities.					

Administration reserves the right to increase consequences based on frequency or severity of offense. Acts of violence, assault, sexual assault, possession of a controlled substance or weapon possession will be reported to the proper authorities.

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS (Reference: District Policy 2660)

L.O.P. – Loss of Privilege

R.M. – Restricted Movement

I.C. – Intervention Class

I.S.S. – In-School Suspension

O.S.S. – Out-of-School Suspension

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Carthage R-9 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with district policy.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with board policy. (Reference: District Policy 2150)

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. Student may appeal the decision by obtaining a comprehensive drug test at an approved agency within 24 hours at the student's expense. Alcohol testing must be completed within the hour. The school resource officer has the training to complete a test on site. Failure to submit to an alcohol test is an admission of guilt. Upon a CONCLUSIVE NEGATIVE result, the student's disciplinary record may be expunged.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

STUDENT ACTIVITIES DRUG-TESTING POLICY

A complete copy of the Student Activities Drug-Testing Policy will be made available to all participants before or during the first week of school. At the beginning of each school year all participants and their parents will be required to read the policy, sign, and submit the Student Activities Drug-Testing Consent form to the principal's office. New students to the Carthage R-9 School District must submit the signed consent form within one week of enrollment if they are going to participate in an activity during the school year.

All participants will be required to sign and submit the Student Activities Drug-testing Consent Form to the principal's office at the beginning of each school year, or as a student enrolls in the Carthage R-9 School District if they are going to participate in an activity during the school year. Students who do not submit a Student Activities Drug-testing Consent Form prior to the Friday of the first full week of the school year will not be able to participate in activities during the school year.

PURPOSE AND INTENT

For the safety, health, and well being of the students of the Carthage R-9 School District, the district has adopted this policy for the R-9 students who participate in off-season and in-season extracurricular and co-curricular activities in grades 7-12 as enumerated below.

MSHSAA Activities – athletics, band, choir, speech and debate, cheerleading, dance and academic competition.

Competitive – FBLA, FCCLA, FFA, VICA, DECA, TSA, Math Competition groups, Science competition groups, Odyssey of the Mind, Student Council, Woodworking, Special Olympics, History Day, and power lifting.

Non-competitive - A+, Renaissance, Lego Club, Chess Club, Fishing Club, Movie Club, Peer Helpers, Foreign Language Club, FTA, AFS, National Honor Society, and National Junior Honor Society.

Students will be selected randomly to submit to a urine-screening test. A positive urine test will not be considered as a positive result. A positive urine test will be sent to a lab for more thorough examination using a gas chromatography/mass spectrometry test. The gas chromatography/mass spectrometry test will include testing for drugs and adulteration of the urine sample. The medical review officer will contact the participant or the parents to identify medications the participant is taking that may reflect a positive test other than the use or consumption of illegal drugs.

A parent may request their son or daughter be tested, at their cost, based on behavior changes or suspicion of drug use. Additionally, the school may notice behavior changes or have a suspicion of drug use. In this case the athletic director, principal or assistant principal may call the parent and discuss the possibility of a drug test that is not randomly selected. A request by the school will be paid for by the school and be completed during the random testing day. If a positive reading occurs, the student still will fall under the policy and the consequences will be enforced.

VIOLATIONS

Any student that tests positive in a drug test under this policy shall be subject to the following restrictions:

First offense, the participant shall be suspended from participation in all in-season activities for eight weeks, beginning from the day of the receipt of the confirmation of the positive test. Upon completion of a substance abuse evaluation, written documentation of enrollment and regular attendance in a certified Employee Assistance Program or Substance Abuse Professional care, a follow-up drug test with a negative result, the suspension may be reduced to four weeks. The first violation during an off-season will result in an eight-week suspension to commence the first date a game can be played (MSHSAA Handbook) during the next competitive activity. During the suspension, a student may practice but may not compete against another school, including camps or school team activities during the summer.

Second offense, the participant will be suspended from participation in all in-season or off-season activities for three hundred sixty-five calendar days. The participant must provide a negative drug test from the district's drug-testing program at the participant's cost before returning to participation in activities and will be subjected to periodic testing for one year after return to participation in activities. The participant will pay the cost for up to four of the periodic testing.

REFUSAL TO SUBMIT TO DRUG USE TEST

If a participant refuses to submit to a drug test authorized under this policy or requests removal from the drug-testing pool, the participant will be ineligible to participate in any activities for one hundred eighty calendar days.

CITIZENSHIP POLICIES (REFERENCE: DISTRICT POLICY 2920)

This policy is in effect for any student involved in extracurricular or co-curricular activities under the direction of Carthage Junior and Senior High School. The Activity Council has the authority to increase consequences beyond this policy when circumstances warrant additional action.

DEFINITIONS

School year: The first day of a fall activity, practice or the first day school begins for a student. The school year ends the last official day of the school calendar or with the release of the student by the supervisor in charge of the activity.

Activity: Any extra curricular or co-curricular program under the direction of the school and the Missouri State High School Activity Association. Students are considered to be in an activity the first day they attend practice or begin an event.

Off-Season – Any time during the year a student is not actively engaged as a member of a team, cast, or in preparation for a performance. This time includes summer or times when students are not in school.

School sponsored event: Any activity under the supervision of the Carthage R-9 School District either on school district property or at another location is deemed to be school sponsored.

Suspension:

- **From School** – Students suspended from school may not participate in or practice in any activities during the suspension.
- **From Competitions and/or Performances** – Suspensions begin immediately if during the season. If a suspension is to begin at the start of the season, the suspension begins the first day the state assigns as the "First Possible Contest" date. When students are suspended from competitions and or performances, they may still practice. However, students must not travel with the team, be on the field, or area of competition during games or performances.

I. Alcohol/Drugs

The following guidelines will be enforced for participants in activities who use, possess or are under the influence of alcohol or illegal drugs:

1. Alcohol or Drugs during the school year:
 - a. **At School** – Any students who uses, is under the influence of or in possession of alcohol, illegal drugs (or their imitators), uses substances or drugs in a manner other than directed or prescribed on or adjacent to school property during school hours or at school sponsored events will be suspended from all activities for a period of 365 days.
 - b. **Away from School** – Any student who uses, is under the influence of, or in possession of alcohol or illegal drugs in a manner other than directed or prescribed, will be suspended from participation in all in-season activities for a calendar eight-week period beginning immediately. Upon completion of a substance abuse evaluation, written documentation of enrollment and regular follow-up drug test with a negative result, the suspension may be reduced to four weeks.
 - c. A second offense of alcohol or drugs by a student during the school year will result in a 365-day suspension from all activities.
 - d. A third offense of alcohol or drugs by a student during the school year will result in a permanent suspension from participation in all activities covered under this policy.
2. Use of alcohol or drugs during the summer months.
 - a. Any student who uses, is under the influence of or in possession of alcohol illegal drugs (or their imitators), uses substances or drugs in a manner other than directed or prescribed during summer months must meet with his/her sponsors or coaches.
 - b. The second violation of the summer policy will result in a two-week suspension at the beginning of the next activity.
 - c. The third violation of the summer policy will result in removal of the student from the next activity.
3. Parties in which alcohol and /or illegal drugs are provided: Any participant or participants in a school activity hosting a party where alcohol and/or illegal drugs are provided or encouraged will be suspended from all activities for a period of eighteen weeks.
4. Use of tobacco at practice or contest.
 - a. Any use of tobacco at practice or contest by a student will result in a suspension for one week beginning with the first contest or activity.
 - b. The second violation of tobacco use will result in a two-week suspension for the student from all activities.
 - c. The third violation will result in the student being suspended from the present activity for the remainder of the activity and a two-week suspension from the next activity.
5. Verification needed to impose this policy would include any one of the following:
 - a. Student admission of guilt.
 - b. Parent of student in question verifies guilt.
 - c. Eyewitness by member of R-9 staff.
 - d. Police report of specific names involving student and alcohol/drugs.
 - e. Newspaper report indicating specified students.
6. Parents will be notified as soon as possible.

II. Felonies (This is a year round policy)

1. Any student involved in a felony or other serious offense will be suspended for a minimum of two weeks. The severity of the consequences may be increased with the seriousness of the felony.
2. The second violation of the felony policy will result in a 365-day suspension.

III. Misconduct at School

Each offense will result in regular school punishment with referral to coach or sponsor for counseling.

IV. Attendance

Activity participants will fall under the same guidelines as other students with the following exception: Students must be in attendance at least the last half the school day to participate in activities after school unless they receive approval from the principal.

V. Appeal Process

Students or parents who have a concern about an activity must first contact the coach or sponsor of that activity. If the matter cannot be settled satisfactorily by the coach or sponsor the matter should be brought to the activities director. If still unresolved the matter will be brought to the principal and then, if warranted, to the superintendent.

THE ACTIVITY COUNCIL

The Activity Council will meet to inform the coaches and sponsors of the incident and the application of the policy. The Council will discuss appropriate methods of implementing the policy. The Activity Council will include the principal or assistant principal, the activities director, and the coach (coaches) or sponsor (sponsors) of the student. Coaches/sponsors, through proper approval from the Activity Council, may request consequences beyond this policy.

GUIDELINES FOR PARTICIPANT'S CONDUCT IN ALL ACTIVITIES AND CONTESTS (REFERENCE: DISTRICT POLICY 2920)

- **Participants are not to display** in any way their anger, disgust, or disagreement with an official's decision by their actions.
- **Participants must be able to control their tempers at all times.** Coaches/sponsors shall remove anyone from the contest when, in their judgment, a player is losing his/her control.
- **Fighting and swearing** will not be tolerated under any circumstances. Do not argue with opponents - DO YOUR JOB! If an incident occurs, DO NOT RETALIATE. Let the contest officials, coaches/sponsors and school officials handle it. Any participant who involves himself in a fight may be subject to suspension from the team.
- **DURING ATHLETIC CONTESTS:** In the event a disruption of any kind breaks out on the field, court or playing area, the following procedure shall be followed by all athletes:
 - a. All players seated on the bench and not actively participating in a contest shall remain in the bench area. Under no circumstances shall players leave this area unless instructed to do so by a coach, school official, policeman or game official.
 - b. All players on the field, court or playing area shall immediately and as rapidly as possible go to the bench area and remain there until instructed to leave by a coach, school official, policeman or game official.
 - c. There shall be no exceptions to this procedure.

The purpose of these guidelines is not to imply that we have serious problems with our participants. Generally speaking, in our school system the participants have conducted themselves in a manner in which both the school and the community can be proud. By establishing the guidelines, it is felt that all involved will know what is expected of them and that many problems can be avoided.

PHYSICAL EXAMS, INSURANCE AND PARENTAL PERMISSION

Students are required by our state activities association to furnish a physician's certificate stating that they are physically able to participate in athletic contests, verification of basic insurance coverage and a statement signed by the student's parents or guardians granting permission to participate before they are eligible to participate in any athletic practice.

TRANSPORTATION

Students are required to ride to and from contests on transportation provided by the Carthage R-9 School District. The limited exceptions to this policy may only be made by prior approval of the coach/sponsor and will allow the student to ride home with his/her parent only. Written permission must be provided to the coach, by the parent, before the student is released. The principal must approve any non-routine transportation deviations.

M.S.H.S.A.A

Students have the responsibility to follow all rules of the M.S.H.S.A.A., the Carthage R-9 School District and the coach/sponsor. Parents have an obligation to ensure that their children follow all rules of the M.S.H.S.A.A., the Carthage R-9 School District and the coach/sponsor.

*Note: Students participating in state music or speech and drama contests must be enrolled in an appropriate class.

HONORS

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society, founded in 1929, is dedicated to recognizing and encouraging academic achievement while developing other characteristics essential to citizens in democracy.

The following standards and procedures will be used by the Carthage chapter to select its members: Students are selected for membership on the basis of their scholarship, character, leadership, citizenship, and service to their schools according to standards and procedures established by the individual schools.

The following requirements must be met for a student to be eligible to become a member:

- 8th grade student
- Enrolled the entire semester
- Cumulative Grade Point Average of B (3.5) or better
- Students must display exemplary behavior

The selection process entails the following:

1. The counselors' office provides the faculty selection committee with a list of eligible students.
2. The selection committee distributes ballots for each candidate to the teachers.
The ballot is an objective rating sheet, which is a summary of points for the five desired qualities in the candidate.
3. The teachers confidentially fill out the rating sheets only on those students with whom they have come in contact with through classes during that academic year.

Recommendations are confidential and are intended only for the selection committee.

4. The recommendations are returned to the selection committee who makes the final selection based on the following:
A student must have received a 4.25 average out of a possible 5.0 average from all their teachers on their teacher rating sheets.
5. The selection committee will vote upon students who receive an overall rating of 4.25 or above.
6. Candidates receiving majority vote will be notified of their selection and asked to attend the induction ceremony.
7. A meeting of the members will be called to select officers for the next school year.

HONOR ROLL

An honor roll is compiled at mid-semester and at the end of each semester on the basis of grades earned during the preceding grading period. The honor roll lists are distributed to radio and newspapers for broadcast and publication. Students who do not wish to have their names released to the media with the honor roll need to contact the office.

A Honor Roll - A grade point average of 3.667 or above on a 4.0 scale must be attained.

B Honor Roll - A grade point average of 3.000 or above on a 4.0 scale must be attained.

ACADEMIC LETTER

Letter is awarded in the annual awards assembly to every student who earns a grade point average which places the student in the upper 5% of the class (grades 7 and 8). After qualifying once, the student will receive a bar for each successive year of qualification.

ACTIVITIES (REFERENCE: DISTRICT POLICY 2920)

Because extracurricular activities demand time and energy, the number in which a student participates may be limited. Those students who are doing unsatisfactory work at any time may be denied participation in certain activities.

The Carthage secondary schools are members of the Missouri State High School Activities Association and are guided by the regulations adopted by that organization. The rules of eligibility, limitations on participation, length and number of trips and other elements of participation are determined in a large measure by its regulations.

The program of activities in the Carthage secondary schools has been developed over a period of time to serve the needs and interests of our students, within the capabilities of our faculty, facilities and other factors. Through the Carthage schools, the opportunities to participate in various extracurricular activities are open to all students. In some, as in sports, a certain grade level is required. There are other similar requirements that must be met by all students participating in a given activity. The limitations of faculty and/or facilities may restrict the number of participants.

The following activities are available in the Carthage Junior High at the present time. This list may change from year to year in order to meet the needs and interests of students.

ACADEMIC QUIZ BOWL

Quiz bowl is a competition between two or more schools, which involves the answering of questions by team members "quiz bowl" style. Anyone is welcome to participate.

CHEERLEADERS

A judging panel selects cheerleaders. They must maintain a "C" average and possess qualities of leadership, maturity, enthusiasm and good behavior, both in and out of school.

FFA

An organization of students enrolled in agriculture education.

FCCLA

This club is open to anyone who has ever taken a F.A.C.S. (Family and Consumer Science) Class from 7-12 grades. The focus is leadership and building relationships.

ODYSSEY OF THE MIND

Odyssey of the Mind (OM) is an extra-curriculum academic problem-solving organization open to all students in grades 7-12 with at least a cumulative grade point average of 2.0. OM values and nurtures creativity. OM activities provide the students opportunities to develop creative problem-solving skills and encourage the development of cooperating, self-respect and appreciation and understanding of others.

SCHOOL SPONSORED DANCES

Carthage Jr. High School sponsors several dances during the school year. The dances are age appropriate events held for the social and educational value of the students of Carthage Jr. High School. Dance attendance is a privilege. Students who fail to meet academic, behavioral, and attendance standards may not be allowed to purchase tickets. On the day of a dance, students must be in attendance during the last four class periods in order to attend the dance.

STUDENT COUNCIL

The purpose of the Student Council is to develop student initiative and leadership, to stimulate school spirit, to encourage cooperation, to promote a wholesome interest in school activities and maintain standards of good citizenship among students. The council is made up of students elected by the student body and staff. Requirements for a student seeking election to the council are that he or she must have and maintain a "C" average and maintain acceptable behavior.

APPENDIX

Below is a list of important policies of the Carthage R-9 School District. Complete policies may be found on the Carthage R-9 School District web-site, <http://www.carthage.k12.mo.us/bdpolicies.html>

Bullying Board Policy 2655

Medications Regulation Board Policy 2870

Nondiscrimination, Board Policy 1310, 2100

School District Goals and Objectives, Board Policy 0220

Statement of Objectives, Board Policy 0220

Student Rights and Responsibilities, Board Policy 1610

School Admissions, Board Policy 2210

Student Dismissal Precautions, Board Policy 2663

Student Suspension and Expulsion, Board Policy 2662-2663

Discipline of Students with Disabilities, Board Policy

Philosophy of Extracurricular Activities, Board Policy 2920

Student Discipline, Board Policy 2670

Discipline Reporting and Records, Board Policy 2610

Safe and Drug Free Schools and Community 4870

Communicable Diseases-Student, Board Policy 2860

Sexual Harassment of Students, Board Policy 2130

Special Education, Free and Appropriate Education, and Individuals with Disabilities Act, (Contact Director of Special Services in the office of the superintendent) 6250

Notification of Rights Under The Family Education Rights and Privacy Act (FERPA) (Contact Assistant Superintendent)

Civil Rights and Grievance Procedures (Contact Assistant Superintendent)

Department of Elementary and Secondary Education standard Complaint Resolution Procedure, (Contact Assistant Superintendent)

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("Protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility
- B. 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 obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use
 1. Protected information surveys of students;
 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Carthage R-9 School District has 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. Carthage R-9 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Carthage R-9 School 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. Carthage R-9 School 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 requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5901

Model Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5901

CHARACTERplus® Character traits and definitions
Carthage R-9 School District, Community, Parents and Students

(August) **Sportsmanship** -fair play, respect for opponents, and gracious behavior in winning or losing.

(September) **Respect** – to consider worthy of high regard.

(October) **Responsibility** – the quality of being dependable, something for which one is responsible.

(November) **Cooperation** – the process of working together toward a common goal.

(December) **Service** – a job that one performs for others.

(January) **Perseverance** – the will to keep working until the job is done, persistence.

(February) **Kindness** – goodness or compassion.

(March) **Self-Discipline** – correction or regulation of oneself for the sake of improvement.

(April) **Integrity** – total honesty and sincerity.

(May) **Honesty** –telling the truth, integrity, fairness, truthfulness, and sincerity.

(June) **Loyalty** – allegiance, faithfulness.

(July) **Citizenship** – the fact of being a citizen, community participation.

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