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Parent/Student Handbook

2011-2012

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WELCOME

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.

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

Dr. Blaine Henningsen, Superintendent

Mrs. Robin Jones, Middle School Principal

Mr. Jeff Payne, Middle School Assistant Principal

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

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 MIDDLE SCHOOL

Our Mission at Carthage Middle School is to provide an education that respects diversity and develops student potential through a caring and creative environment. Our goal is to maintain an active partnership between the community and school and to ignite the hearts and minds of those who pass through our doors.

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.

ACADEMICS

ALTERNATIVE EDUCATION PROGRAM

An alternative educational setting is available for a few students based upon recommendations from teachers, parents, counselors, and administrators. Admittance is on a first-come, first-serve basis.

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 sent home 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. Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

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.

Middle 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.

TIPS FOR PARENTS TO HELP THEIR CHILDREN

from Classroom Instruction that Works, by Marzano, Pickering, and Pollock

1. Help set up a consistent organized place for homework to be done.
2. Help your child establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activities.
3. Encourage, motivate, and prompt your child, but do not sit with him or her and do the homework with them. The purpose of the homework is for your child to practice and use what he or she has learned. If your child is consistently not able to do the homework by himself or herself, please contact the teacher.
4. If your child is practicing a skill, ask him or her to tell you which steps are easy, which are difficult, or how he or she is going to improve. If your child is doing a project, ask what knowledge he or she is applying in the project. If your child is consistently unable to talk about the knowledge he or she is practicing or using, please call the teacher.
5. Although there might be exceptions, the minutes your child should spend on homework should equal approximately 10 times his or her grade level (5th grade = app. 50 minutes; 6th grade = app. 60 minutes)

HOMework POLICY

Carthage Middle School Homework Policy

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Purpose

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Carthage Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans).

II. Homework assignments may include but are not limited to:

- **Practice** exercises to follow classroom instruction, may include required reading
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

III. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and se-

lected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

IV. **Late Work Policies**

Students are expected to turn work in on time. Students who turn in late assignments may receive any of the following based upon individual teacher discretion or grade level policy. Other options may apply.

- partial credit or no credit
- missed reward activity
- communication with parents
- before/after school detention or lunch detention

V. Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It is the responsibility of the student to get work missed due to illness or absence.

VI. **Major Projects**

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects will be monitored by the teacher utilizing the student agenda.

Responsibilities of Staff

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students

- Write down assignments in the "Carthage Middle School Student Agenda"
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

POSITIVE BEHAVIORAL SUPPORTS

Consistent with best practices in education and research based methods, Carthage Middle School utilizes positive behavioral supports to reward students who consistently meet expectations. In the past these programs have been called "Student of the Week," "Perfect Attendance," and "Brag Tags," with each reward resulting from achieving a specific weekly, monthly, or quarterly goal. These programs have contributed to dramatic increases in student achievement and dramatic decreases in disciplinary incidents. Each program targets a specific behavior, articulates specific expectations, and promises specific rewards to those who meet those expectations. Whether it is an existing program or new programs to come, it is important to know that positive behavior will be noticed and rewarded at Carthage Middle School.

ACADEMIC & BEHAVIORAL INTERVENTIONS

Interventions are strategies that educators use to help students be successful by offering support above and beyond typical levels. Interventions may be used to address a student's academic needs or behavioral needs. Some inter-

ventions are applied to multiple students who share the same need for support.

At Carthage Middle School, dozens of interventions are used for a vast array of needs. Some interventions are put in place by teachers in class to support a specific student in an informal way, while other interventions are brought before the School Based Intervention Team that is responsible for monitoring and supporting more intensive concerns among students. At every point in the intervention process, parents are encouraged to be involved and parental input is valued.

The following is a list of interventions that have been successfully implemented at Carthage Middle School for one or more students in the past. Not every intervention is appropriate for every academic or behavioral situation, and the middle school staff is always searching for other ways to help students be successful. Not every student need will necessarily be subject to every intervention listed, but this will hopefully give students and parents an idea of the level of commitment of every member of the CMS faculty and staff. If you have questions or concerns about the intervention process, please take time to talk with a CMS staff member.

- ◆ Afternoon tutorials with teacher
- ◆ Anger management groups w/ counselor
- ◆ Behavior monitoring (tally sheets)
- ◆ Behavioral Plans
- ◆ Check In/Check Out
- ◆ Counseling services
- ◆ Extra time to complete assignments
- ◆ Goal setting
- ◆ Individual tutorials
- ◆ In-room organizational support
- ◆ Morning tutorials
- ◆ Peer mentors
- ◆ Planner checks
- ◆ Planners
- ◆ Preferential seating
- ◆ Small group tutorials
- ◆ Spanish-speaking faculty
- ◆ Staff mentors
- ◆ Home/School liaison
- ◆ Organization help
- ◆ Locker checks

PROCEDURES

DAILY TIME SCHEDULE

Time on task is essential to your child's education. Therefore, keeping interruptions at a minimum protects instructional time. We expect your cooperation by seeing your child is on time and doesn't leave early and by informing your child's teacher by note any time there is a special arrival or dismissal situation. Message requests during the day from parent to child are disruptive for the entire classroom. Notes communicate with less disruption.

The daily schedule for the middle school is as follows:

Regular Schedule

7:55 a.m. Students are to be in the classrooms ready to learn

11:05 - 11:55 5th Grade Lunch & Recess

12:00 - 12:55 6th Grade Lunch & Recess

3:10 Dismissal Begins

Early Release Bell Schedule (for dismissal at 1:00 p.m.)

7:55 a.m. Students are to be in their classrooms ready to learn

10:30 - 11:30 5th Grade Lunch & Recess

11:35 - 12:30 6th Grade Lunch & Recess

1:00 Dismissal Begins

INSTRUCTIONAL TIME

Instructional time is protected in our classrooms. Messages are given on the intercom during the last 10 minutes of each day. Only in emergency situations will the classroom be interrupted.

OFFICE HOURS

All school offices are open from 7:30 a.m. until 3:30 p.m. Requests for homework, due to absence, *are to be made*

by 9:00a.m. to give the teacher ample time to prepare. Messages to be delivered to students *must be received in the office by 2:00 p.m. to guarantee successful delivery.*

SUPPLY LIST

5th Grade

- Wide-ruled loose leaf paper
- 1 ½" loose-leaf binder
- Subject dividers
- 3 ballpoint blue or black pens (any color)
- 6 standard size #2 pencils
- 1 pocket folder
- 3 boxes of facial tissue
- Scissors
- 1 box colored pencils
- 1 container of Clorox wipes
- 1 bottle of hand sanitizer
- No glue, crayons, sharpies, or rulers
- Gym shoes - worn on PE days (no shoes with wheels)

Other items may also be necessary depending on class selection.

6th Grade

- Wide-ruled loose leaf paper (enough to last all year)
- 1 70-page wide-ruled spiral notebook
- 1 box of standard size #2 pencils
- Ballpoint pens blue or black (at least 3)
- Ballpoint pen red (at least 3)
- 1 box of colored pencils
- Pencil cap erasers
- 1 three-ringed binder, 1 ½ " rings
- 1 set of binder dividers with tabs
- 1 white glue (4oz bottle)
- Fiskar scissors
- 3 boxes of facial tissues
- 1 bottle of hand sanitizer
- 1 container of Clorox wipes
- Gym shoes - worn on PE days (no shoes with wheels)

Other items may also be necessary depending on class selection

DAILY PROCEDURES

- Upon arrival at school, students are to report directly to one of the following areas:
 - a. The gymnasium
 - b. Bus drop-off will be on the east side of the building (along River Street)
 - c. Parent pick up and drop off will be on the west side of the building (by playground and practice fields)
- At 7:30 a.m., students may go to one of the following areas:
 - a. Cafeteria for breakfast
 - b. Gymnasium
- Students are not to loiter in or around vehicles in the parking lot or other areas not listed above.
- Students need to report to the office with notes for excusable absences from 7:30 a.m. - 7:45 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.

TRANSPORTATION

CAR RIDERS

Parent drop off and pick up is located on the west side of the building. Parents are to enter off of River Street and circle around the field house to the west side of the building. This is the best way to insure the safety of students around motorized vehicles in a timely manner.

BICYCLES

It is suggested that students record their bicycle serial numbers. When traveling to and from school, students must obey all traffic laws. The school assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on school grounds.

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 and consequences are referred to the person in charge of buses.

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 (359-7246) between 7:30 a.m. and 11:00 a.m.
- The student may report to the office between 7:30 and 7:45 the morning of his/her return to school to turn in their parent note documenting the absence.
- 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)
- Family trips with prior notification and approval; notification must be through the principal's office one to two weeks in advance of absences.

It is the student's responsibility to gather, complete, and turn in work missed during excused absences.

Unexcused absences are those not approved by school officials. Unexcused absences include, but are not limited to, the following reasons:

- Truancy
- 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 Middle School

- Parents will be notified after a student's fifth and tenth absences.
- Any student wishing to leave campus for any reason must be checked out through the office by parent or guardian. Failure to do so constitutes truancy.
- 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 one school day for each day missed. We strongly recommend that missed work be completed and returned as quickly as possible in order to minimize the negative impact to the student's education.
- 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. *One to two weeks notice is requested.*
- For every third tardy students will be assigned after school detention.

CANCELLATION OF SCHOOL

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. 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. Lastly, the district will use the automated phone system to contact each household, so it is important to keep the office up to date with recent phone numbers.

LOCKERS (REFERENCE: DISTRICT POLICY 2150)

Each student will be assigned a hall locker to store backpacks, coats, and other school-related items. Lockers are visited minimally during the day. Locks are not provided by the school, but combination locks may be purchased and used by the student. *Combinations must be turned in to the teacher.*

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 teacher approval.
- The school cannot assume financial responsibility for lost or stolen items, so students are strongly encouraged to avoid bringing valuables to school.
- 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.

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 (REFERENCE: DISTRICT POLICY 2870)

The giving of medicine to students during school hours is discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering CPR and other lifesaving methods in good faith and according to standard medical practices.

The district prohibits the use, sale, transfer, possession or self-administration of any medications by students while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with this regulation. Therefore, administrative procedures have been established for storing and administering medications in compliance with this regulation and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

Students who possess or consume medications in violation of this regulation while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this regulation may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Prescription Medication

The student's parent shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the parent's signature. The diagnosis/indication for use of the medicine shall be provided. When possible, the parent should state adverse effects and applicable emergency instructions.

The District will accept only a medication with the prescription label properly affixed to the medication. The label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name.

The District will not administer the initial dose of any new prescription except in an emergency. 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 one (1) year after the date on the prescription label.

Injectable medications will be administered by the nurse 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.

Over-the-Counter Medication

The District will not supply over-the-counter medications at any time. 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. The District will not administer the initial dose of any over-the-counter medications except in an emergency. Unless a written doctor's order is provided, no aspirin or medication containing aspirin (salicylate) will be administered due to the possibility of Reye's Syndrome, a serious illness reported to be associated with aspirin use in children and teenagers. Over-the-counter medication must be in the original container with the original label and instructions for administration intact.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication. 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.

Storage and Administration of Medication

A parent/guardian or other responsible adult party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee for students pre-kindergarten through ninth grade, with the exception of metered dose inhalers. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and doc-

ument the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Self-Administration of Medication

Students with asthma, anaphylaxis, or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers or auto-injectible epinephrine for self-administration in the event of an asthma or anaphylactic emergency. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use by the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement;
5. The student's parent/guardian has signed a statement acknowledging that the District and its employees or agents will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school-sponsored activity, and in transit from school or school-sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective.

Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be accessible in the event of an asthma or anaphylactic emergency.

It is recommended that duplicate prescribed medication, as described in this policy, be provided by the parent/guardian and kept in the school nurse's office so it will be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

Medication Disposal

Prescription medication remaining at the end of summer school must be taken home by the parent/guardian or will be destroyed. Over-the-counter medication that is not expired may be kept in lock-up for use the following year if the parent/guardian signs an Administration of Medication form for the following year.

For purposes of this regulation, the following definitions apply:

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

Authorized prescriber includes a health care provider licensed or otherwise authorized to prescribe medications by state law.

ALLERGIES

(REFERENCE: DISTRICT POLICY & REGULATION 2875)

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure, and outline responses to allergic reactions. This policy applies to district facilities to which students have access and includes transportation provided by the district.

Staff members shall not use air fresheners, oils candles, incense, or other such items intended to add fragrance in any district facilities. The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition plan, available upon request.

All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices. Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education.

WITHDRAWAL FROM SCHOOL

Parents or guardians of a student wishing to withdraw from school should contact the counselor's 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. Documentation must be provided for change of address according to the Missouri School Act (1996), evidence includes: utility deposit or payment receipt, telephone bill, current rent receipt, property tax statement, current loan agreement or sales contract of residential purchase, or legal property description. 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.** Statements will be sent out once a week to those students who have a balance in their account of \$3.00 or less. A negative balance will result in meals being denied the student and alternative meals being provided for a limited time. We hope you understand that schools work on a budget and cannot extend credit. If extenuating circumstances exist with respect to your lunch bill, please contact the principal at your school. **DO NOT INCLUDE** any other money in your Food Service money envelope. Teachers will not see these envelopes.

PARTIES/SNACKS

All food served at birthday parties, class parties, or to be shared during snack time shall be in prepackaged or prepared by a licensed outside vendor.

FLOWERS (POLICY 1432)

No flowers, balloons, etc. will be delivered to students at school.

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 and cruising school parking lots are not permitted. Parents are welcome at any time, 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 middle school is off limits to high school 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.

LOST AND FOUND

Students who either find or lose articles should report to the office. Lost and found items are kept in 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 items in lockers or at home.

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 buildings or other school facilities for student activities or other purposes should be scheduled through the office. 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.

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 any time, 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. Even if leggings are worn underneath, the outer-most garment must be at least fingertip length.
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. Hair must NOT obstruct any part of the face or the eyes.
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 faculty 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.

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.

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.

CELL PHONES

THE CARTHAGE SCHOOL DISTRICT AND CARTHAGE MIDDLE SCHOOL ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED CELL PHONES.

Students may use cell phones BEFORE 7:45 and AFTER 3:10 ONLY. Use of cell phones during the school day will not be tolerated. In the event of an emergency, parents/guardians and students are to use the school phones. Parents/guardians may call the office to relay emergency information. Students are not to call their parents/guardians

directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their parents/guardians.

1. Cell phones must not disrupt educational or school activities.
2. Students may not use cell phones inside school buildings or offices (including restrooms).
3. Students may not use cell phones during class, school assemblies, and other special events.
4. Cell phones must be turned off during the school day.
5. Parents may not call or text students on their cell phones during school hours.
6. Students may not call or text their parents on their cell phones during school hours.
7. Cell phones may not be used on school buses.

Students who violate the cell phone policy will be subject to disciplinary action.

CONDUCT DURING BREAKFAST AND LUNCH

Carthage Middle 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:

- Enter the cafeteria in an orderly manner by using the entrance assigned to their class.
- Take their place in line without shoving or cutting and stay in line until they are served. Students are not permitted to save a place in line for friends.
- Display proper manners at all times and obey the teacher, cafeteria aides, and cafeteria workers.
- Walk directly to their table after being served. Students are permitted to talk using inside voices. They are not permitted to shout, wander around the cafeteria, or behave in such a manner as to disturb others.
- Remain seated until a teacher or aide gives them permission to deposit their trash and/or utensils in the proper receptacles. Each student is responsible for cleaning the area where he or she eats.

Students please remember:

- Asking permission before leaving the cafeteria creates an orderly environment.
- Picking up trash will keep the cafeteria looking neat.
- Throwing food, popping bags, and unnecessary noise makes eating lunch unpleasant.
- Trading food is unhealthy.
- Manners are important.
- Walking in the cafeteria will keep accidents from happening.

FUNDRAISING

Fundraising can be an educational experience and can serve to supplement the activities of our classes and clubs. However, fundraising should not interfere with the educational process. Therefore, we will allow only school-sponsored fundraising at school. Students are responsible for fundraising 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.

HOTLINE 359-7010 #6

If anyone is aware of a planned activity, threat, organized plot to disrupt the school setting or cause harm to students or school personnel, please contact the school HOTLINE immediately. The call is confidential and we will investigate the report.

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.

INTERNET SAFETY (REFERENCE: POLICY 6325)

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

SCHOOL-BASED COMPUTER RESOURCES

As a student at Carthage Middle School, you have access to powerful technology through our district's Information Technology department. These tools will help you communicate with your teachers and improve your grades if you learn how to use them. They will also prepare you for college and your future jobs, because colleges and employers usually require students to use similar systems.

CARTHAGE TIGER MAIL

Every student has a free email account, and some teachers allow students to submit assignments through email. Go to <http://www.carthagetigermail.com/> to access your account. Your username is your ten-digit MOSIS number, and your password is the same password you use to sign on to computers at school. If you forget your MOSIS number or password, visit or call the counselor's office for help. Your email address (where other people can send you email) is [your MOSIS number]@carthagetigermail.com

STUDY ISLAND

Math and Language Arts teachers have students practice their skills on a program called Study Island. To sign on to Study Island for the first time, your username will be your last name and first initial @ cms (for example, Jane Doe's username would be doe@cms) and your password will be your last name and first initial (for example, Jane Doe's password would be doe). After signing in for the first time, you will be asked to change your password.

INFINITE CAMPUS

Access Infinite Campus at <http://campus.carthage.k12.mo.us/campus/portal/carthage.jsp>. Your username is your ten-digit MOSIS number, and your password is your first and last initial in lowercase letters, followed by your birthday in six digits. For example, if your name were John Doe and your birthday were January 2, 1998, your password would be jd010298. If you have any trouble accessing Infinite Campus, visit or call the counselors' office. Infinite Campus is the system you use to request classes for next year. It has many other uses, as well. For example, you can see your grades in each class by clicking the word "Schedule" at the left side of the screen, and then clicking on the name of the class you want to check on. To get a list of all your missing assignments, click on the word "Reports" at the left side of the screen, and then click "Missing Assignments." **Students who check their grades and missing assignments with their parents at least once a week earn better grades than students who do not. Getting in the habit now will help you earn better grades!**

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.

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 the 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. If arriving at school after 8:05, a note from home must be brought to the office. Failure to have a note may result in consequences.
- **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 the school.
- **Malicious Mischief -** Tampering or interfering with school or personal property. Examples: littering, graffiti, tamper-

ing 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 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 assignments 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/she leaves the campus during school hours without permission from the office, or if he/she 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 attempting to take, the property of another.
- **Fighting** - Combatant physical contact between two or more individuals.
- **Bullying** - Bullying occurs when a student communicates with another or contacts another person face-to-face 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 Substances; 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.

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.**

- **After School Detention (ASD):** Students having three or more incomplete assignments or three tardies will serve a day of after school detention. ASD will run after school until 4:30 and parents/guardians are responsible for providing transportation.
- **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 3:10 p.m. On the day of the I.S.S. assignment, the student may enter the building at 7:30 a.m. At 7:50 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. Food may not be brought in from a restaurant. Students assigned I.S.S. will not be eligible to attend or participate in any school functions until the assignment is completed (3:10 p.m. of the last day served). Students removed from I.S.S. due to loss of points or refusal to do class work can be given an additional day of ISS or suspended from school.
- **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.
- **Saturday School Detention (SSD) 7:30 – 11:30:** Students failing to serve ASD or being successful in ISS students may be assigned Saturday School Detention.

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.

DISCIPLINE CHART

Consequences

NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation
1. Tardiness						
a. Excused	---	---	---	---	Letter to parents	Report to juvenile authorities
b. Unexcused	Teacher issued warning	Parent notification	Parent conference, loss of free time, or A.S.D.	Report to juvenile authorities	Report to juvenile authorities	Report to juvenile authorities
2. Level I Inappropriate Behaviors						
a. Disruption b. Inappropriate location/out of bounds area c. Technology violation d. Harassment/bullying e. Reckless/endangering behavior f. Dress code violation (clothing will be changed) g. Unfinished/incomplete work	Loss of free time, or A.S.D	Progression of loss of free time, or A.S.D	Referral to office, parent notification, loss of free time, or A.S.D	Referral to the office, parent notification, I.S.S., or S.S.D.	Referral to the office, parent conference, I.S.S. progression, or S.S.D.	Referral to the office, parent phone call, O.S.S.
3. Level II Inappropriate Behaviors						
a. Disrespect, defiance, insubordination, non-compliance b. Lying c. Forgery d. Inappropriate display of affection e. Scholastic dishonesty (F Grade) f. Inappropriate language g. Pornography possession	Parent notification, I.S.S., loss of free time, A.S.D., or S.S.D.	Parent notification, I.S.S. progression, or S.S.D.	Parent notification, I.S.S. progression, or S.S.D.		Parent notification O.S.S. progression	
4. Absences						
a. Excused or combination of both	---	---	---	---	Parent notification	Referral to juvenile authorities (10 days)
b. Unexcused	Parent notification, loss of free time, or A.S.D.	Parent notification, loss of free time, or A.S.D.	Parent notification, report to juvenile authorities, loss of free time progression, A.S.D., or S.S.D.	Parent notification, I.S.S., report to juvenile authorities, or S.S.D.	Parent notification, I.S.S. progression, report to juvenile authorities	Disposition of juvenile court – possible retention

5. Gang Display	Parent notification, loss of free time, contact juvenile authorities	Parent notification, I.S.S., contact juvenile authorities	O.S.S., Safe Schools Report, parent notification			
NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation
6. Sexual Harassment	Parent notification, Safe Schools Report, penalties will be assigned according to the severity of the offense					
7. Property Damage/Vandalism	Parent notification, report to juvenile authorities, restitution plus penalties will be assigned according to severity of the offense					
8. Theft						
9. Violent Act WITHOUT Injury	Parent notification, loss of free time or I.S.S., Safe Schools Report	Parent notification, I.S.S. or O.S.S., Safe Schools Report	Parent notification, O.S.S., Safe Schools Report			
10. Violent Act WITH Injury	Parent notification, 1-3 days I.S.S. or O.S.S., Safe Schools Report	Parent notification, 1-3 days I.S.S. or O.S.S., Safe Schools Report				
11. Threats (including death threats or threats to use weapons)	Parent notification, Safe Schools Report, I.S.S. or O.S.S. based on age, severity and level of disruption caused, O.S.S. (death threats)					
12. Tobacco/Imitator Use or Possession of	Parent notification, I.S.S., contact juvenile authorities	Parent notification, O.S.S., contact juvenile authorities	Parent notification, O.S.S. progression			
13. Alcohol/Drugs						
a. Under the influence	Parent notification, Safe Schools Report, 5 days O.S.S.	Parent notification, Safe Schools Report, 10 days O.S.S. with recommendation for long-term suspension				
b. Possession at school	Parent notification, Safe Schools Report, 10 days O.S.S.					
14. Suspension Offenses						
a. Arson b. Assault or threats on school personnel c. Extortion/coercion/blackmail d. Alcohol/drug sale/imitator sale or distribution e. Bomb threat/false alarm	Parent notification, 5 to 10 days O.S.S. with possible recommendation for long-term suspension					
15. Weapons Provision	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. Refer to District Policy 2620					

Severe Clause – Administration reserves the right to increase consequences based on frequency or severity of the offense. Acts of violence, assault, sexual assault, possession of a controlled substance or weapon possession will be reported to the proper authorities. REF: District Policy 2610, 2653, 2660
REF: District Policy 2610, 2653, 2660

O.S.S. – Out of School Suspension

I.S.S. – In School Suspension

A.S.D. – After School Detention

S.S.D. – Saturday School Detention

A	Alcohol, Use/Possession of	Student is in possession of or is using alcohol.
	Arson	Student plans and/or participates in malicious burning of property
	Bomb threat/False alarm	Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion
	Combustibles, Use/possession of	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)
	Disrespect/Defiance/Insubordination/Non-Compliance	Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions.
	Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
	Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
D	Drugs, Use/Possession of	Student is in possession of, or using illegal drugs/substances or imitations
	Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property, or has signed a person's name without that person's permission.
	Gang Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
	Harassment/Bullying	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.</i>
	Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
	Inappropriate Language	Student Delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

	Lying	Student delivers a message that is untrue and/or deliberately violates rules.
O	Other	Student engages in a problem behavior not listed.
	Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by the school)
	Property Damage/ Vandalism	Student participates in an activity that results in an activity that results in destruction or disfigurement of property.
	Skip Class	Student leaves or misses class without permission.
	Tardy	Student is late (as defined by school) to class or the start up of the school day
	Technology Violation	Student engages in inappropriate (as defined by the school) use of cell phone, pager, music/video players, camera, and/or computer.
T	Tobacco, Use/Possession of	Student is in possession of or using tobacco.
	Unknown	
V	Violent Act w/ Injury	Student engages in actions involving serious physical contact where injury HAS occurred (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
N	Violent Act w/o Injury	Student engages in actions involving serious physical contact where injury MAY occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
W	Weapons, Use/Possession of	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

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.

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>

School District Goals and Objectives, Board Policy 0220

School Year and School Day Policy 1210

Nondiscrimination, Board Policy 1310, 2100

Public Gifts to Schools Policy 1470

Memorials Policy 1475

Student Rights and Responsibilities, Board Policy 1610

Equal Education Opportunity Regulation 2110

Sexual Harassment of Students, Board Policy 2130

Compulsory Attendance Ages Policy 2220

Student Educational Records Policy/Regulation 2400

Graduation Policy/Regulation 2525

Graduation Requirements- Students with Disabilities Policy 2530

Discipline Policy 2600

Bullying Board Policy 2655

Student Discipline, Board Policy 2670

Foster Care Bill of Rights Policy/Regulation 2760

Medications Regulation Board Policy 2870

School Admissions, Board Policy 2210

Student Dismissal Precautions, Board Policy 2663

Student Suspension and Expulsion, Board Policy 2662-2663
Health Services Regulation 2830
Communicable Diseases-Student, Board Policy 2860
Philosophy of Extracurricular Activities, Board Policy 2920
Discipline Reporting and Records, Board Policy 2610
Preparation of Budget Regulation 3110
Sale/Lease of Real Property Regulation 3380
Safe and Drug Free Schools and Community 4870
Virtual Instruction Program Policy 6190
Instruction for Homebound Students Policy/Regulation 6275
Cooperation Cooperative Projects with Municipals Policy 7215
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 Asst. 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, par-

ents 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