



Carthage Junior High School

2011/2012

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2011-12 JUNIOR HIGH, MIDDLE SCHOOL, AND ELEMENTARY SCHOOL CALENDAR

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JULY 2011							NOVEMBER 2011							MARCH 2012						
					1	2	6	<u>7</u>	8	9	10	11	12	4	5	6	<u>7</u>	8	9	10
3	4	5	6	7	8	9	13	14	15	16	17	18	19	11	12	13	14	15	16	17
10	11	12	13	14	15	16	20	21	22	<u>23</u>	<u>24</u>	<u>25</u>	26	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24
17	18	19	20	21	22	23	27	28	29	30				25	26	27	28	29	30	31
24	25	26	27	28	29	30														
31																				
AUGUST 2011							DECEMBER 2011							APRIL 2012						
	1	2	3	4	5	6	4	5	6	<u>7</u>	8	9	10	1	2	3	<u>4</u>	5	<u>6</u>	7
7	8	9	10	<u>11</u>	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	<u>18</u>	19	20	18	19	20	21	<u>22</u>	<u>23</u>	24	15	16	17	18	19	20	21
21	22	23	24	<u>25</u>	26	27	25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	22	23	24	25	26	27	28
28	29	30	31											29	30					
SEPTEMBER 2011							JANUARY 2012							MAY 2012						
				1	2	3	1	<u>2</u>	3	4	5	6	7	6	7	8	<u>9</u>	10	11	12
4	<u>5</u>	6	<u>7</u>	8	9	10	8	9	10	<u>11</u>	12	13	14	13	14	15	16	17	<u>18</u>	19
11	12	13	14	15	16	17	15	<u>16</u>	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30		29	30	31											
OCTOBER 2011							FEBRUARY 2012							JUNE 2012						
			<u>5</u>	6	7	8	5	6	7	<u>8</u>	9	10	11	3	4	5	6	7	8	9
2	3	4	<u>5</u>	6	7	8	12	13	14	15	16	17	18	10	11	12	13	14	15	16
9	<u>10</u>	11	<u>12</u>	13	14	15	19	<u>20</u>	21	22	23	24	25	17	18	19	20	21	22	23
16	17	18	<u>19</u>	20	21	22	26	27	28	29				24	25	26	27	28	29	30
23	24	25	26	<u>27</u>	<u>28</u>	29														
30	31																			

New teacher training	Aug. 1-5	
Teachers new to R-9 in-service	Aug. 11, 12	
All teachers in-service	Aug. 15, 16, 17	
First day of classes	Aug. 18	
Labor Day	Sept. 5	
Teacher in-service day	Sept. 7	(dismiss at 1 p.m.)
Teacher in-service day	Oct. 5	(dismiss at 1 p.m.)
Teacher in-service/work day	Oct. 10	
End of first quarter	Oct. 19	
Parent/teacher conferences	Oct. 25	(4-8 p.m.)
Parent/teacher conferences	Oct. 27	(dismiss at 1 p.m./conf. 2-6 p.m. only)
No School	Oct. 28	
Teacher in-service day	Nov. 2	(dismiss at 1 p.m.)
Teacher in-service/work day	Nov. 7	
Thanksgiving vacation	Nov. 23, 24, 25	
Teacher in-service day	Dec. 7	(dismiss at 1 p.m.)
End of second quarter	Dec. 22	(dismiss at 1 p.m.)
Christmas vacation	Dec. 23 thru Jan. 1	
Teacher in-service day	Jan. 2	
Return from Christmas vacation	Jan. 3	
Teacher in-service day	Jan. 11	(dismiss at 1 p.m.)
Martin Luther King Jr. Day	Jan. 16	
Teacher in-service day	Feb. 8	(dismiss at 1 p.m.)
Presidents' Day	Feb. 20	
Parent/teacher conferences (as needed)	March 7	(dismiss at 1 p.m.)
End of third quarter	March 9	
Spring break	March 19-23	
Teacher in-service day	April 4	(dismiss at 1 p.m.)
Good Friday	April 6	
Teacher in-service day	May 2	(dismiss at 1 p.m.)
Tentative graduation date	May 15	
Last day of classes	May 18	(dismiss at 1 p.m.)
Teachers closeout	May 21	

END OF QUARTERS:		
First	Oct. 19	43 days
Second	Dec. 22	<u>41 days</u>
<i>1st semester</i>		84 days
Third	March 9	47 days
Fourth	May 18	<u>44 days</u>
<i>2nd semester</i>		91 days
TOTAL		175 days
MAKE-UP DAYS:		
1 st day missed (if prior to 1/2)	January 2	
2 nd day missed (if prior to 1/16)	January 16	
3 rd day missed (if prior to 2/20)	February 20	
4 th day missed	May 21	
5 th day missed	May 22	
*6 th day missed	May 23	
*Any additional make-up days necessary will be added after May 23, up to a total of 10 days.		
SUMMER SCHOOL (tentative):		
Teacher work day	May 29	
First day of summer school	May 30	
Last day of summer school	June 28	
<input type="checkbox"/>	school starts	
<u>Highlighted dates</u>	no school	
<u>Underlined dates</u>	early dismissal	
<u>Circled dates</u>	end of quarter	

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Hour	1st Semester		2nd Semester	
	Class	Room #	Class	Room #
1				
2				
3				
4				
5				
6				
7				
8				

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. The honors and awards available to students are described together with a brief statement as to methods by which these honors and awards are made or may be earned. Activities of the school are listed and participation requirements for the various activities are noted. We hope that this handbook will be of considerable value to both students and parents during the students' educational growth and development at the Carthage Junior High School.

Dr. Blaine Henningsen, Superintendent

Mr. Ron Wallace, Junior High Principal

Mrs. Jenny Bogle, Junior High Assistant Principal /Junior High Athletic Director

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

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

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

SCHOOL DISTRICT MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

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

PHILOSOPHY

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

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

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

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

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

Adopted: June 22, 1998

MISSION STATEMENT CARTHAGE JUNIOR HIGH SCHOOL

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

VISION

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

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

- Exhibit respect and compassion for others.
- Feel free to challenge their limitations in a supportive environment.
- Have the skills to effectively utilize technology.
- Be physically and mentally prepared to meet the challenges of the 21st Century.

ALMA MATER

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

SCHOOL COLORS

Blue and White

GO U TIGERS

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

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

THIS IS YOUR SCHOOL

HISTORY

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

The former Junior High School in Carthage opened for classes at the beginning of the 1958-59 school year with an enrollment of approximately 650 students. Prior to this time, a thorough study was made of the educational facilities of Carthage. Civil leaders, school personnel, the general public, and the Board of Education participated in the survey. As a result, the Board decided a three-year junior high was needed and a bond issue was voted by the people of Carthage to construct and furnish the building. The Junior High School remained on Centennial Street until the 2009-2010 school year when it moved to the former senior high school on Main Street.

The current Junior High School now occupies the former high school campus. Construction of the building was completed in 1904 at the cost of \$100,000. Approximately 600 seventh and eighth grade students proudly attend classes daily in this historic building. The Junior High School is fully accredited by the Missouri Department of Elementary and Secondary Education.

PUBLIC NOTICE

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

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

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

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

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

CIVIL RIGHTS AND GRIEVANCE PROCEDURES

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

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

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

ADMISSION REQUIREMENTS

GENERAL

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

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

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 mailed at the end of the fifth week of each quarter. Upon receipt of such reports, parents are invited to arrange conferences with either teachers or counselors to discuss student problems. Only semester grades are entered on the permanent records and are done at the end of each semester.

Grade averages are figured on a 4.0 scale as follows:

Regular Scale

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

KEYS TO EFFECTIVE STUDY HABITS

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

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

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

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

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 (7th grade = app. 70 minutes; 8th grade = app. 80 minutes)

HOMEWORK POLICY

Carthage Junior High 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 Junior High 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).

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

II. Time

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

III. 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.

- **ZAP (zeros are not permitted)**
- partial credit or no credit
- missed reward activity
- communication with parents
- required tutoring before/after school, before/after school detention or lunch detention

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.

IV. 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 Junior High 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.

ZAP (ZEROS AREN’T PERMITTED) PROGRAM DESCRIPTION

The ZAP program is designed to encourage and enable students to complete all assignments. It provides an opportunity for students to complete missing or incomplete assignments and receive extra help. A ZAP is a pink slip of paper students fill out and take home to acknowledge that they failed to complete an assignment. ***Students who receive a ZAP for an assignment may receive a reduction in grade for the late assignment even if they turn it in the next morning before classes.***

ZAP Program Components

- If an assignment is not completed with good effort and on time, the student will receive a pink ZAP note.
- That afternoon, parent(s)/guardian(s) will receive a call from the automated phone caller notifying them that their student received a ZAP. Parent(s)/guardian(s) who do not wish to be notified may inform the school and will stop receiving ZAP calls.
- Students may visit the classroom of the teacher whose assignment they failed to turn in between 7:30 and 7:55 a.m. the next day to complete and turn in the missing assignment.
- The missing/incomplete assignment is to be returned to the teacher before 7:55 a.m. Failure to return the ZAP assignment by 7:55 a.m. will result in an academic lunch detention.
- Assignments submitted after the unit is completed or the end of the quarter may not be accepted.
- Assignments completed during a ZAP session may receive reduced credit, and they still are considered late. For students who consistently turn in late assignments, we (teachers, parent(s)/guardian(s) and administration) will work together to find alternate solutions to help each student be successful. At a minimum, students will progress through the interventions outlined in the matrix below.

ZAP (ZEROS AREN’T PERMITTED) CONSEQUENCE MATRIX

If a student does not turn in a missing/incomplete assignment by 7:55 a.m. the day after receiving a ZAP for it, the student will receive a lunch detention. Students progress through the following matrix based on how many lunch detentions they have accumulated. The count of each student’s lunch detentions will restart at zero at the beginning of each quarter.

1st and 2nd ZAP lunch detention – No additional consequence assigned.

3rd ZAP lunch detention – Student’s core team teachers call parent(s)/guardian(s) and notify the counselors of their concern.

4th ZAP lunch detention – Core team teachers write referral for one day of ISS and notify parent(s)/guardian(s).

5th ZAP Lunch detention – Core team teachers arrange a meeting with the parent(s)/guardian(s), the student’s counselor, and the student.

6th ZAP lunch detention – Student meets with counselors for at least two days during lunch to work on organizational skills. Students who reach this step multiple times in different quarters will be required to meet with counselors for as many as ten days during lunch.

7th ZAP lunch detention – Core team teachers write a referral and the student is assigned a day in Saturday School.

8th ZAP lunch detention – At this point and beyond, a progression of other interventions will occur. These interventions may include, but will not be limited to the following: ISS, Tiger LAB, Learning Resource Lab,

Saturday School, schedule change, etc.

HOW TO AVOID ZAPS

If you will follow these steps, you will never get a ZAP or a lunch detention again!

1) Each Day

- a) In class
 - i) Leave your planner open to today’s date.
 - ii) Write all your homework in your planner. If you don’t receive homework, write “no homework.”
 - iii) Write today’s date at the top of every paper (homework, notes, worksheets, etc.).
 - iv) Put homework from all your classes into one folder. The left side is for unfinished work. The right side is for finished work ready to be turned in.
- b) At the end of the day at school
 - i) Check your planner at your locker to make sure you have all supplies you need to do your work at home.

- c) At home
 - i) Put school stuff in the same place every day.
 - ii) Check your planner and homework folder to see what you need to do tonight.
 - iii) When you have finished your homework, put it on the right side of your homework folder.
 - iv) Show your parents your finished work.
 - v) Cross off finished assignments in your planner together.
 - vi) Put your folder in your backpack.

2) The next day

- a) Turn in finished work from the right side of your homework folder.
- b) If anything remains on the right side of your folder at the end of the day, turn it in after school.

3) Once a week

- a) Clean out your locker.
- b) Clean out your binders, notebooks, and textbooks.
- c) Throw away unneeded papers and graded papers unless the teacher told you not to.
- d) Put remaining papers in separate folders or pockets for each class.
- e) Put all your papers in date order (including bellwork and notes) with the newest papers in front and oldest ones in back. Once you're organized this way, new papers can always just go in the front of the correct folder.

4) If you're absent

- a) Ask for missing work. Write the due date at the top of it, and put it in the left pocket of your homework folder.
- b) It's your responsibility to ask for it, not your teacher's responsibility to remind you.

TEAMING

Though new to Carthage Junior High, teaming is not a new concept for middle schools / junior high schools. Beginning in the 2008-09 school year, all four "core" teachers (Math, Communication Arts, Science, and Social Studies) were assigned a common group of students. Each day the core team meets during a common planning period at which time they share plans for the week, work with students individually or in small groups, discuss struggling students and implement strategies to help struggling students gain academic strength, meet with students who are struggling academically, behaviorally, or emotionally to give support. Teams also take the opportunity to praise successful students in various ways. Periodically, the "Encore" or elective teachers meet with the whole team in order to gain more insights into ways to help students. This has been quite an effective way to help struggling students as is indicated by fewer students on the D & F lists and fewer disciplinary referrals.

Another aspect of the teams is an intra-school competition that continues all year. Teams earn points by participating in various school and community service activities (such as canned foods drive, penny wars to support the Policeman's Christmas Party, etc.) and for academic successes (such as Honor Roll, Paws & Read, etc.). Teams lose points when a student on the team is involved in a fight because we wish to have a fight-free school. At the end of the school year, an award is given to the team that has earned the most points.

BELL WORK

Bell work is the term CJHS teachers use to describe small assignments that are to be done each day as students enter the class. This activity is usually brief, and it serves the purpose of providing focus on material to be presented or to review prior concepts. This practice is an educational "Best Practice" that is used to generate "on-task" behavior while teachers complete administrative tasks at the beginning of each class.

POSITIVE BEHAVIOR SUPPORTS

The purpose of the commitment to School wide Positive Behavior Support (SW-PBS) is to develop a school wide process for improving student behavior in school. Through SW-PBS we will establish school wide expectations for all stakeholders to follow, decreasing referrals for all students, increasing student achievement, and providing a safe environment to empower students to be productive and successful members of society.

Consistent with best practices in education and research based methods, Carthage Junior High School utilizes positive behavioral supports to reward students who consistently meet expectations. In the past these programs have been called "Renaissance", "C-Notes", and "Pride Time", 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 Junior High School.

	Stairways	Outside (Before and After school and at lunch)	Gymnasium	Assemblies	Dismissal	Bus
Responsible I.	<ol style="list-style-type: none"> 1. Take one step at a time 2. Stay to the right 3. Walk at all times 4. Continue progress up/down the stairway 	<ol style="list-style-type: none"> 1. Problem solve conflicts 2. Use equipment properly 3. Take care of personal belongings 	<ol style="list-style-type: none"> 1. Problem solve conflicts 2. Use equipment properly 3. Take care of personal belongings 	<ol style="list-style-type: none"> 1. Stay seated and quiet 2. Follow your teacher's directions 3. Prepare to listen and focus on topic 	<ol style="list-style-type: none"> 1. Go immediately to your locker and then proceed to your destination. 2. Exit building promptly by 3:20p.m. unless participating in an after-school program. 3. Walkers should leave the grounds immediately. 	<ol style="list-style-type: none"> 1. Enter the bus one student at a time 2. Find your seat and stay there
Respectful II.	<ol style="list-style-type: none"> 1. Follow all school and hallway expectations so students may continue learning. 	<ol style="list-style-type: none"> 1. Use appropriate, kind language 2. Treat others as you want to be treated 3. Respect trees, plants, and property 4. Include all who want to play & use good sportsmanship 5. When entering school, follow all expectations 	<ol style="list-style-type: none"> 1. Use appropriate language 2. Treat others as you want to be treated 3. Respect equipment 4. Include all who want to play & use good sportsmanship 5. When entering school, follow all expectations 	<ol style="list-style-type: none"> 1. Be polite to peers and adults 2. Clap appropriately 3. Raise hand before speaking and when appropriate 	<ol style="list-style-type: none"> 1. Follow all Hallway Expectations 2. Follow dismissal teacher's directions 	<ol style="list-style-type: none"> 1. Listen to the bus driver and follow his or her directions 2. Use appropriate language 3. Treat others as you want to be treated 4. Use a quiet voice when speaking to others
Honest III.	<ol style="list-style-type: none"> 1. Use stairs appropriately 2. Report misuse of stairways 	<ol style="list-style-type: none"> 1. Make good choices 2. Keep game rules the same during the game 3. Accept all students' abilities and differences 	<ol style="list-style-type: none"> 1. Make good choices 2. Keep game rules the same during the game 3. Accept all students' abilities and differences 	<ol style="list-style-type: none"> 1. Stay silent during the presentation 2. Be positive in response to others' achievements 	<ol style="list-style-type: none"> 1. Proceed to designated areas promptly 	<ol style="list-style-type: none"> 1. Help other students on the bus 2. Stay in line for boarding 3. Ride only assigned bus

Safe IV.	1. Use stairs appropriately 2. Keep hands, feet, and objects to yourself	1. Be quiet in line 2. Enter the building quietly 3. Line up behind designated line immediately when signaled 4. Report harassment to teacher on duty	1. Be quiet in line with hands, feet, and objects to self 2. Enter the building quietly 3. Line up behind designated line immediately when signaled 4. Report harassment to teacher on duty 5. Remain seated until directed otherwise	1. Keep, hands, feet, and objects to yourself 2. Stay seated 3. Keep feet on the floor 4. Enter and exit in an orderly manner	1. Walk silently in a straight line in the hallways 2. Wait silently until it is your turn to leave 3. Stay in assigned areas – bus riders use East exit, all others use the exit West and leave school grounds immediately. 4. Use crosswalks & look both ways before crossing.	1. Keep your hands and feet to yourself 2. Be aware of surroundings
	All Settings	Cafeteria	Classroom	Hallways	Restroom	Lockers
Responsible I.	1. Follow school rules and expectations 2. Keep all areas clean 3. Represent school in a positive manner 4. Be prepared and on-time	1. Keep account current 2. Stay seated until dismissed 3. Keep area clean 4. Empty tray in an orderly manner and dispose of all items properly 5. Use vending machine before being seated	1. Be in your seat on time working on bell work 2. Be prepared with supplies, homework and planner 3. Complete all work in a timely manner 4. All work should be neat and high quality 5. Use only subject related materials	1. Walk quietly 2. Go directly to your destination 3. Quickly get materials from locker 4. Use an indoor voice 5. Use restrooms and get water during passing time	1. Put used toilet paper in toilet and flush 2. Use appropriate amount of soap and paper towels 3. Dispose of paper products appropriately 4. Return to class promptly	1. Get materials quickly 2. Keep materials organized and inside the locker 3. Only school appropriate materials may be kept in the locker

<p>Respectful</p> <p>II.</p>	<ol style="list-style-type: none"> 1. Treat others the way you want to be treated 2. Use appropriate tone, language, and behavior 3. Respect all property 4. Use please, thank you, Yes, Ma'am, and Yes Sir or respond respectfully. 5. Cell phones are to remain off and put away at all times. 	<ol style="list-style-type: none"> 1. Enter and exit quietly and quickly 2. Follow adult directions 3. Be polite and use table manners 4. All food stays in cafeteria 5. Eat what you take 	<ol style="list-style-type: none"> 1. Follow classroom rules 2. Listen while others are speaking 3. Respect work areas, materials, personal space and personal property 4. Follow the directions of all adults as the authority 	<ol style="list-style-type: none"> 1. Walk quietly so other students can continue learning 2. Keep hands and feet to yourself 3. Walk around adults who are talking 4. Use appropriate language 5. Be aware of needs of others 	<ol style="list-style-type: none"> 1. Let others have their privacy 2. Clean up after yourself 3. Use quiet voices 	<ol style="list-style-type: none"> 1. Be aware of the needs of others 2. Use only your lock and locker 3. Be accommodating to the other locker users
<p>Honest</p> <p>III.</p>	<ol style="list-style-type: none"> 1. Take responsibility for your behavior 2. Be truthful in words and actions 	<ol style="list-style-type: none"> 1. Clean up after yourself when you are finished eating 2. Pay for what you take 	<ol style="list-style-type: none"> 1. Be supportive of classmates' efforts 2. Take turns 3. Follow teacher directions 4. Take responsibility for your behavior 5. Submit only your own work 	<ol style="list-style-type: none"> 1. Use planner for hall pass 2. Follow rules without adult reminders 	<ol style="list-style-type: none"> 1. Use the restroom correctly and leave 2. Report misuse of facilities 	<ol style="list-style-type: none"> 1. Keep combinations to yourself
<p>Safe</p> <p>IV.</p>	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to self 2. Be in the right place on time 3. Know emergency procedures—be quiet, stay calm, listen, follow directions 4. Feet remain on the floor. 5. Report harassment and/or bullying immediately 6. Use only kind words and actions 7. Act only in ways to promote positive school environment. 8. Report dangerous situations immediately 	<ol style="list-style-type: none"> 1. Keep, hands, feet, and objects to yourself 2. Stay in line and wait for your turn 3. Keep area and floor clean 	<ol style="list-style-type: none"> 1. Follow school procedures 2. Know emergency procedures 3. Keep hands, feet, and objects to self 4. Report harassment 	<ol style="list-style-type: none"> 1. Walk quietly 2. Enter classroom quietly and calmly and begin bellwork 3. Walk by other students and classrooms without disturbing them 4. Keep flow of traffic moving 5. Always stay to the right 	<ol style="list-style-type: none"> 1. Report problems 2. Use only kind words and actions 3. Follow posted directions 	<ol style="list-style-type: none"> 1. Keep lockers closed and locked 2. Keep straps and other objects inside locker.

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 interventions are applied to multiple students who share the same need for support. A common example is the intervention of teaching some 7th grade students certain organizational skills that will help them adjust to a junior high campus.

At Carthage Junior High 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 Junior High School for one or more students in the past. Not every intervention is appropriate for every academic or behavioral situation, and the junior high 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 CJHS faculty and staff. If you have questions or concerns about the intervention process, please take time to talk with a CJHS staff member.

Afternoon tutorials with teacher	Peer mediators
Anger management groups w/ counselor	Peer mentors
Behavior monitoring (tally sheets)	Planner checks
Behavioral Plans	Planners
Check In / Check Out	Positive Behavioral Support System
Counseling services	Preferential seating
Extra time to complete assignments	Saturday School
Goal setting	Small group tutorials
Home / School liaison	Spanish speaking faculty
Individual tutorials	Staff mentors
In-room organizational support	Strategic scheduling
Learning Resource Lab	Team conferences with a student
Locker checks	Team conferences with parents
Morning tutorials	Team conferences with parents and students
Multiple Instructional Delivery	Team help
Notebook checks	Tiger Den (Afternoon tutorial time)
Organization help	Tiger LAB

PROCEDURES

DAILY TIME SCHEDULE

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

Regular Bell Schedule

Breakfast	7:25 a.m.				
1st Hour	7:55 a.m.	-	8:42 a.m.		
2nd Hour	8:46 a.m.	-	9:33 a.m.		
3rd Hour	9:37 a.m.	-	10:24 a.m.		
4th Hour	10:28 a.m.	-	11:15 a.m.	1st Lunch	11:19 a.m. - 11:45 p.m.
5th Hour	11:19 a.m.	-	12:37 p.m.	2nd Lunch	12:11 p.m. - 12:37 p.m.
6th Hour	12:41 p.m.	-	1:28 p.m.		
7th Hour	1:32 p.m.	-	2:19 p.m.		
8th Hour	2:23 p.m.	-	3:10 p.m.		

Activity Bell Schedule

Breakfast	7:25 a.m.				
1st Hour	7:55 a.m.	-	8:38 a.m.		
2nd Hour	8:42 a.m.	-	9:25 a.m.		
3rd Hour	9:29 a.m.	-	10:12 a.m.		
4th Hour	10:16 a.m.	-	11:00 a.m.		
5th Hour	11:04 a.m.	-	12:10 p.m.	1st Lunch	11:04 a.m. - 11:30 p.m.
6th Hour	12:14 p.m.	-	12:57 p.m.	2nd Lunch	11:44 p.m. - 12:10 p.m.
7th Hour	1:01 p.m.	-	1:44 p.m.		
8th Hour	1:48 p.m.	-	2:30 p.m.		
Pride Time	2:30 p.m.	-	3:10 p.m.		

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

Breakfast	7:25 a.m.				
1st Hour	7:55 a.m.	-	8:26 a.m.		
2nd Hour	8:30 a.m.	-	9:01 a.m.		
3rd Hour	9:05 a.m.	-	9:36 a.m.		
4th Hour	9:40 a.m.	-	10:11 a.m.	1st Lunch	12:00 noon - 12:26 p.m.
6th Hour	10:15 a.m.	-	10:46 a.m.	2nd Lunch	12:33 p.m. - 1:00 p.m.
7th Hour	10:50 a.m.	-	11:21 a.m.		
8th Hour	11:25 a.m.	-	11:56 a.m.		
5th Hour	12:00 noon	-	1:00 p.m.		

OFFICE HOURS

All school offices are open from 7:30 a.m. until 4:00 p.m.

SUPPLY LIST

7th Grade

- Loose leaf paper, college ruled, 2 – 3 pkgs.
- #2 Pencils or Mechanical pencils
- Blue, Black, and Red pens (2 each)
- 2 Three Ring binders (1.5 Inch Preferred)
- 1 package of colored pencils
- Calculator - Casio FX-55 or similar (may be purchased at school)

Other items may also be necessary depending on class selection.

8th Grade

- Three Ring binders for each core class (Four Total) (1.5 Inch Preferred)
- Tab Dividers
- Loose Leaf Notebook paper
- Pencils-standard size #2
- Composition Notebook
- Blue or black pens
- colored pencils

Optional, but Recommended

- Zipper bag to hold pencils
- Highlighter
- Scissors
- Calculator - Casio FX-55 (may be purchased at school)
- 2 boxes of facial tissues

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. Southwest Blacktop
 - b. The gym will be open during inclement weather.
 - c. Bus drop-off will be on the East side of the building (along Grant Ave.)
 - d. Parent pick up & drop off will be on the West side of the building (along Main St.)
- At 7:25 a.m., students may go to one of the following areas:
 - a. Cafeteria
 - b. Gym
 - c. Media center with a pass from a teacher
 - d. Computer lab with a pass from a teacher
 - e. To a teacher's classroom with a pass from that teacher
- Students are not to loiter in or around vehicles in the parking lot or other areas not listed above. Non-junior high students will not be allowed on school grounds.
- Students need to report to the office with notes for excusable absences from 7:25 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.

EVALUATION SERVICES - STATEWIDE ASSESSMENTS: POLICY 6440

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

Adopted (Board of Education): December 15, 2003

HALL PASSES

Hall passes or **hallway passports** will be issued for emergencies only. The Carthage Junior High School Planner contains hallway passports. **Students must keep their planner with them at all times. If a planner is lost or stolen, students must purchase a replacement planner from the principal's office.** The office must be informed about students to leave the building during the morning or afternoon. Failure to inform the office before leaving the building constitutes truancy.

ATTENDANCE (REFERENCE: DISTRICT POLICY 2310)

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

- On the day of the absence, a parent/guardian should notify the school (359-7050) between 7:30 a. m. and 11:00 a.m.
- The student may report to the office between 7:30 and 7:45 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)
- Obtaining driver's license or permit (up to 2 class periods)
- 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. Students will not receive credit for class work missed. Unexcused absences include, but are not limited to, the following reasons:

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

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

- Parents will be notified after a student's third and sixth absence.
- Any student wishing to leave campus for any reason must check out through the office by presenting a note from the parent or by parent phone call prior to the absence. Failure to do so constitutes truancy. Requests by parents for their children to be excused from school during the day should be made only in cases of emergency. Such requests should be made through the principals' office.
- Students who are absent should make arrangements with their teachers for make-up work immediately upon return to school. The amount of time allowed to complete the work is 1 school day for each day missed plus one extra day. 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.
- When students miss a full day of classes due to participation in a school activity, assignments are due upon return to class.
- When students miss part of a school day due to participation in a school activity, assignments due on the day of the activity are to be turned in before leaving school. Work assigned on the day of the activity is due upon return (students must obtain assignments before leaving).
- In case of planned absence, students must make arrangements for make-up work with individual teachers. Parents may assist students with this process by notifying the principal in advance. One to two weeks notice is requested.

LOCKERS (REFERENCE: DISTRICT POLICY 2150)

Each student will be assigned a hall locker. A combination lock will be issued. It is the student's responsibility to keep the combination to himself/herself to guard against someone else gaining access to the locker. Consequences may be assigned if students are discovered to be using a locker that is not assigned to them by staff or administration.

The following regulations govern the use of hall lockers:

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

SAFE SCHOOLS (REFERENCE: DISTRICT POLICY 2663)

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

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION FORM 2400

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

PROHIBITION AGAINST FIREARMS AND WEAPONS DISTRICT POLICY 1433

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

ILLNESS OR ACCIDENT AT SCHOOL

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

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

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medications to students. However, the Board recognizes that some students may require medications for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board delegated to the superintendent the authority to determine whether to allow administration of medication to all students. The superintendent, in collaboration with district school or public health nurses (hereinafter referred to as "nurses"), will establish administrative procedures for such administration of medications in compliance with this policy and pursuant to state and federal law. The administration of medications is a nursing activity that must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medications by unlicensed personnel who are trained by the nurse to administer medications.

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

For the safety of students, pre-kindergarten through 9th grade students must have their prescription or over-the-counter medications brought to school by a parent or designated adult, with the exception of metered dose inhalers. Written permission to administer any medications at school must be provided annually by parents/guardians. Established district administrative procedures must also be followed. Whenever possible students will be encouraged to take responsibility for going to the health room/office at the proper time to take his/her medication. The nurse will take reasonable measures to see that each student receives his/her scheduled medication. For all medications administered, the school nurse or designee must maintain thorough documentation.

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

PRESCRIPTION MEDICATIONS

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

NON-PRESCRIPTION MEDICATIONS

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

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

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

REGISTRATION AND ENROLLMENT

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

CHANGING SCHEDULES

After student and parents request classes online, the counseling department processes the actual scheduling or class placement. When this process is completed, the student's enrollment becomes final and will not be changed except perhaps in the following cases:

- The administration or counselors may make changes at any time.
- A parent may request a conference to discuss the placement of the student.
- Changes for sound educational reasons and general educational benefit of any student may be suggested to the counselors and due consideration will be given to each individual case by the counselors and administrators.
- Final approval or rejection of any or all change requests is the responsibility of the school principal.

WITHDRAWAL FROM SCHOOL

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

CHANGE OF ADDRESS

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

PREPAID BREAKFAST/LUNCH PROGRAM

Students will pay for their meals in advance by making deposits into their personal accounts in the office or in the cafeteria. **All deposits need to be made no later than 9:00 a.m. in order for the money to be posted to that student's account the day the deposit was made.** No charges can be made at the snack bar. In case of emergency, students may charge a lunch once at the regular lunch line in the cafeteria, in order to get a deposit made for the next day. Carthage Junior High has implemented a state of the art identification system to protect your son or daughter from identity fraud. Our new system for purchasing food will use a finger pad at the cashier's station to identify students and to gain access to deposited funds available for meal services. This will mean that student accounts are updated immediately and accurately. This system offers complete privacy and does not in any way store a copy of the student's fingerprints. Upon registration, the index finger is scanned. A mathematical algorithm then translates the defining points of the fingerprint in an indefinable string of characters. This indefinable string is what is stored in the program and is what will be called upon to identify a student. This new form of identification uses the finger and its image to uniquely identify each person. The system measures many aspects of the finger to do this. The system does not create or store a fingerprint image. This form of identification is called Biometrics, which translated means measurements of human characteristics. **This is not fingerprinting.** The system is one directional. The finger is enrolled and our system takes a variable amount of measurements based on the style of the finger and places these in storage by creating a numeric that represents these measurements. There is no way to reverse the process and be able to create a fingerprint from this information. Without the finger being placed on the reader, we have no knowledge of style of finger or how many measurements went into the matching process to create this unique numeric. Once this

system is implemented your son or daughter is in complete control of their own identity. They can only be identified by placing their finger on the reader. This dramatically protects them from losing an id number or sharing that number with other students. If you have additional questions about the system, please contact Becky Baird at 417-359-7000.

PERSONAL CHECKS

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

VISITORS TO THE SCHOOL

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

No visitor should go into a classroom, library, study hall, or locker room before obtaining a visitor's pass from the principal's office. School age visitors will not be allowed to attend classes. The junior high is off limits to 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 or \$30.00 after the first year.

PHYSICAL EDUCATION EQUIPMENT

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

LOST AND FOUND

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

CARE OF SCHOOL PROPERTY (REFERENCE: DISTRICT POLICY 6231)

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

USE OF BUILDING AND FACILITIES

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

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

STUDENT ACCIDENT INSURANCE

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

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

EMERGENCY DRILLS

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

CIVIL DEFENSE ALERT

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

RULES

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

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

1. Clothes that advertise or display any type of alcohol, weapons, 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 students 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 knee 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 weapons, 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.

BOOKBAGS AND HANDBAGS

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

ELECTRONIC DEVICES AND/OR RECREATIONAL OBJECTS

Due to the disruptive nature and the financial responsibility of electronic devices and recreational objects including, but not limited to, cellular phones, beeper/pagers, CD/tape players, radios, iPods/MP3 players, electronic games, laser pointers, skateboards, roller-blades or roller-skates, yo-yos, or other items deemed to be a nuisance, such items are not to be used during the school day. Use of cameras and camera phones are strictly prohibited in classrooms, locker rooms, dormitories, or bathrooms. Any photos taken that compromise personal privacy or academic integrity will be treated with the most severe consequences relevant to the circumstances, up to and including in-school or out-of-school suspensions.

The following guidelines apply:

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

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

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

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

STUDENTS MAY CARRY CELL PHONES/ELECTRONIC DEVICES AT THEIR OWN RISK. THE CARTHAGE SCHOOL DISTRICT OR THE CARTHAGE JUNIOR HIGH 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. Cell phones must be turned off during the school day.
3. Parents may not call or text students on their cell phones during school hours.
4. Students may not call or text their parents on their cell phones during school hours.
5. Cell phones may not be used on school buses.

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

MARKERS

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

POSTERS/FLYERS

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

CONDUCT ON BUSES

Students riding school buses are under the direct supervision of the driver of the bus. Buses provide a service for students living more than a mile from school. The driver may deny this service to any student who exhibits inappropriate behavior. Discipline problems arising while students are riding buses are referred to the person in charge of buses.

CONDUCT DURING BREAKFAST AND LUNCH

Carthage Junior High School operates with a closed campus dining policy, meaning that students are not allowed to leave campus during dining periods without proper authorization. Breakfast and lunch will be offered by the school district. Free or reduced prices apply to breakfast and lunch.

Students are expected to:

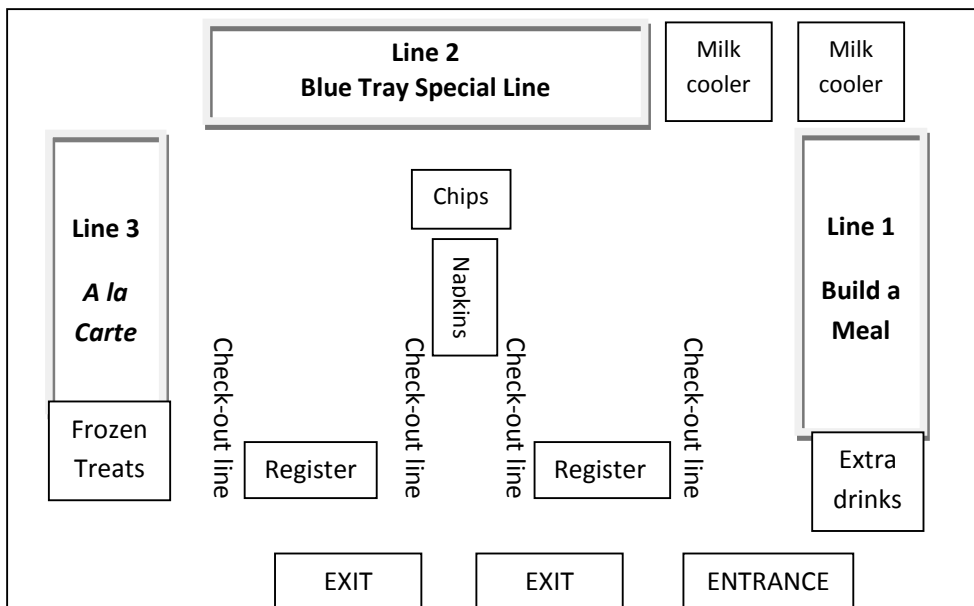
- Enter the cafeteria in an orderly manner by using the entrance assigned to their class.
- Take their place in line without shoving or cutting in and stay in line until they are served. Students are not permitted to save a place in line for friends.
- Display proper manners at all times and obey the teacher, cafeteria aides and cafeteria workers.
- Walk after being served directly to their table, (Tables are not assigned but under certain conditions or days tables may be assigned.) Students are not allowed to save seats or move chairs to another table. 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.

**Carthage Junior High
Cafeteria Instructions**



Line 1: Build a Meal

Students who choose this line **MUST** take **AT LEAST** 1 entrée **AND** either 1 side dish **OR** milk.

(Students **MAY** take up to 1 entrée, 2 sides, and milk)

For example, assume the Build-a-Meal line offers this menu one day:

ENTRÉE: Chicken sandwich or Chef salad (must take entrée)

SIDE GROUP 1: Corn, side Salad, veggie sticks

SIDE GROUP 2: Fruit fresh, Fruit pre-portioned

SIDE GROUP 3: Jell-O, Pudding, etc.

In addition to the required entrée, students may choose up to 2 sides from 2 different groups, plus milk

OR

In addition to the required entrée, students may choose just milk or one side.

Think of it as a restaurant menu:

You order an entrée and it comes with a choice of sides but they limit you on how many sides you can take. That's what our cafeteria offers, but the sides are limited to a fruit, **OR** a veggie, **OR** a dessert. And the milk is optional. It comes with the meal if they want but don't have to take it.

Line 2: Blue Tray Special

Students who choose this line will receive a prepared lunch without having to make as many choices as they would in Line 1. They may still choose to take milk at no extra charge.

Line 3: A la Carte

Students may either go directly to this line or visit it after picking up a lunch in Line 1 or Line 2. All *A la Carte* items are at a fixed price, and students must have money in their account to use this line. The same is true for the extra drinks (like Gatorade or bottled water) and Frozen Treats.

Registers:

Both registers are available to all students. Students are encouraged to use whichever line is shortest.

FUND-RAISING

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

ASSEMBLIES

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

HOTLINE 359-7010 #6

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

MEDIA CENTER

The Media Center is open from 7:25 to 3:25 p.m. each school day. Books and periodicals are checked out for three weeks and may be renewed. A fine of five cents per day per item will be assessed for materials kept past the due date. Students will be responsible for the cost of the replacement of any items that are damaged or lost. When fines have reached \$5.00 or a book has been lost and not paid for, the student will not be allowed to check out additional library materials.

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.

SCHOOL-BASED COMPUTER RESOURCES

As a student at Carthage Junior High 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.

COMPUTER ACCESS

Every student is taught and required to use computers at CJH. Students may also use computers in the Media Center or after school in Tiger Den. To access the computer, students must login. Their username is their ten-digit MOSIS number, and most students chose their own password while at Carthage Middle School. The same password should be active now. If you do not yet have a password or do not remember your password, visit or call the counselors' office.

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 onto computers at school. If you forget your MOSIS number or password, visit or call the counselors' 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 onto Study Island for the first time, your username will be your last name and first initial @ cjh (for example, Jane Doe's username would be doe@cjh) and your password will be your last name and first initial (for example, Jane Doe's password would be doej). After signing in for the first time, you will be asked to change your password.

DORA

DORA is short for Diagnostic Online Reading Assessment, and it helps your teachers measure how well you read. To take this assessment, go to www.letsoglearn.com . Click the green "Student Login" button at the top left. Your login is your ten-digit MOSIS number. Your password is cjh. If that does not work, try again, and this time add the school code: carthage.

SRI

SRI is short for Scholastic Reading Inventory, and it helps your teachers measure how well you read. It measures some things differently from the DORA, so teachers use them both to get a more complete picture of your progress. To take this assessment, double-click on the SRI icon on the desktop. When your teachers give you your username and password please write it on this line

READING COUNTS

Reading Counts is a program used during class to help you understand better what you read. To use it, double-click on the Reading Counts icon on the desktop. Type in your first and last name, and then click "OK." Then select your name from the list that appears, and click "OK" again. According to your teacher's instructions, either click "Take a Quiz" or "Check Your Progress."

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.

COUNSELING COUNSELING AND TESTING

Each student should thoughtfully consider his own interests, aptitudes, abilities, and ambitions. Faculty members are available to help students think through some of the decisions they must make in planning their high school program. However, the guidance counselors are the people to whom students will usually look for such help. Students should feel free to arrange such conferences as they are needed or desired by contacting counselors before school or between classes. Counselors may also invite students to participate in personal counseling. Parents who do not wish their students to participate in personal counseling must inform the school of their wishes.

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

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 combination of the preceding depending on the severity of the offense. When a school suspension is determined to be appropriate for offense committed, the suspension or expulsion policies of the board of education shall be followed. (Reference: District Policies 2660, 2670, 2662, 2663)

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

- **Tardiness - A student is tardy if not in class and seated when the bell rings.** First hour, students who are tardy must report to the office prior to going to class. The only excused tardy to school is a doctor's appointment verified by a date and time stamped note from the doctor. The matrix will be followed by office personnel. 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.
- **Disorderly or Disruptive School Conduct** - Improper language (verbal or written), gestures, insolence, refusing to comply with stated classroom rules, inciting school disturbances, trespassing, pranks, violations of the dress code, possession of pornography or nuisance items, gambling, or other acts which disrupt the educational environment of the classroom or of the school.
- **Malicious Mischief** - Tampering or interfering with school or personal property. Examples: littering, graffiti, tampering with lockers, tagging cars.
- **Inappropriate Display of Affection** - The only appropriate display of affection is holding hands.
- **Harassment** - Words or conduct that intentionally intimidate or defame another student or school personnel. Any student who believes he/she has been the victim of harassment should report to the alleged harassment to the Principal and/or the Assistant Superintendent. (Reference: District Policy 2130)
- **Reckless or Endangering Behavior** - Conduct that creates substantial risk of physical injury to any other person. Examples: fight promotion, throwing objects, horseplay.
- **Gambling** - Participating in games of chance for the purpose of exchanging money
- **Failure Avoidance** - Students are expected to complete all assignment on time. Failure to do so on multiple occasions is considered a discipline issue.
- **Truancy** - If after leaving home for school, the student does not attend school, or if he leaves the campus during school hours without permission from the office or if he does not attend a class. Students are also truant if they stay home without a valid reason. Subsequent letters or notes indicating parental approval for these absences cannot be accepted. There will be no authorized skip day. The student will not receive credit for make-up work.
- **Defiance of Authority/Insubordination/Blatant Disrespect** - Verbal abuse, refusal to obey school rules or to follow instructions of administrators, faculty, or other school personnel.
- **Theft** - Nonconsensual taking, or attempt to take the property of another.
- **Fighting** - Combatant physical contact between two or more individuals.
- **Bullying** - Bullying occurs when a student communicates with another or contacts another person with the intention to intimidate or inflict physical, emotional, or mental harm.
- **Forgery** - Giving false or misleading information, either verbally or in writing, to a school employee.
- **Scholastic Dishonesty** - Includes, but is not limited to, cheating on test, plagiarism, and collusion.
 - a. **Cheating on a Test** includes:
 1. Copying from another student's test paper.
 2. Using material during a test, which is not authorized by the person giving the test.
 3. Collaborating with another student during the test without authority.
 4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.
 5. Securing copies of the test or answers to the test in advance of the test.
 - b. **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
 - c. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.
- **Tobacco Possession/Use/Transfer** - The possession and/or use of tobacco in any form on or adjacent to school property, or any school event held away from school.

- **Vandalism** - Willful or deliberate destruction or defacement of school or personal property.
- **Sexually Inappropriate Behavior** - Unwanted verbal, written or physical conduct of a sexual nature imposed on the basis of sex. (Reference: District Policy 2130)
- **Assault** - Assault of a Student or Staff Member- Use of physical force with the intent to do bodily harm. Fighting-Physically striking another in a mutual contact as differentiated from an assault.
- **Weapons** - A weapon shall be defined as any instrument or device customarily used for attack or defense against another person, including, but not limited to, knives (including pocketknives) guns, instruments of the martial arts, fireworks, incendiary devices, irritants, or objects imitating any of these items, or any other instrument or device used to inflict injury or harm to another person.
- **Weapon Possession/Use/Transfer** - Possession of any weapon, knife, (including pocket knives), gun, instrument, article (including fireworks and instruments of the martial arts or objects imitating these items) that might be injurious to a person or property.
- **Alcohol, Drug or Other Dangerous Substance Use/Possession/Under The Influence/Transfer or Distribution** - Transfer, distribution, use or possession, under the influence of illegal drugs, alcohol, controlled substances, paraphernalia, dangerous drugs, substances or their imitators, use of substances or drugs in a manner other than directed or prescribed, on or adjacent to school property or at any school sponsored event
- **Arson** – Intentionally causing or attempting to cause a fire or explosion.
- **Extortion/Coercion/Blackmail** - Obtaining or attempting to obtain money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- **Non-Sanctioned Groups** - A group whose apparel, jewelry, accessory, symbol, graffiti, gesture, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in such a group that advocates drug use, violence or exhibits behaviors that interfere with the normal and orderly operation of the school.
- **False Alarms** - Tampering with emergency equipment, setting off false alarms, or making false reports.

EXPLANATION OF DISCIPLINARY RESPONSE PROCEDURES

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

- **Ninth Hour:** Ninth Hour will be held Monday through Thursday from 3:15- 4:00, 7:00-7:45 am Fridays, unless it is an early release day. Students are not to leave campus between 3:10 and 3:15. Students must bring work appropriate for school and remain busy studying for the entire hour. Ninth Hours are an excellent opportunity for students to meet with teachers for tutorial assistance, but arrangements must be made with the teachers prior to the scheduled Ninth Hour. The school will not provide transportation. However, students will have one week in which to complete the Ninth Hour. This will allow students to avoid scheduling conflicts. PROCRASTINATION IS STRONGLY DISCOURAGED.
- **Restricted Movement (RM):** Students who have displayed a willingness to engage in inappropriate behavior outside of the classroom, such as during passing times or during lunch/breakfast, or students who are frequently tardy in spite of typical disciplinary consequences may be placed on Restricted Movement. RM is designed to limit the number of distractions to a student and to monitor a particular student's movement more carefully than the general population in an attempt to encourage positive interaction when the student returns to the general population. Restrictions may include passing time and dining times.
- **Lunch Academic Detention:** Students will be assigned Lunch Academic Detention in response to not turning in work for which they have received a ZAP. Students are to report directly to the Detention room and are to either bring their own lunch or have the money to purchase a hot lunch. Food may not be brought in from a restaurant.
- **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 7:55 a.m. until 3:10 p.m. On the day of the I.S.S. assignment, student may enter the building at 7:25 a.m. At 7:45 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. 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 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.
- **Tiger Lab:** A self-contained academic and behavioral improvement center that will emphasize appropriate classroom behaviors and instill positive learning habits for students who lack such skills. Character education, counseling, group learning, computer assisted technology, individual and group counseling, and other intervention strategies will be critical components for students in this involuntary program.
- **Community Service:** Students who contribute to the public or school welfare through their labor in lieu of other school issued consequences.

- **Saturday School:** Saturday School is an opportunity for students to serve a consequence in lieu of a more serious one such as a formal suspension. In addition, students are provided the opportunity to complete class assignments and projects with the support of certified instructors. Students may choose to attend Saturday School to complete work or may be assigned by the Administrative or Counseling staff as a consequence. Saturday School is a 2 or 4 hour assignment and begins at 8:00 a.m. in room 107. Students with a 2 hour Saturday School are released at 10 a.m. Students with a 4 hour Saturday School have a 5 minute break at 10:00 and are released at 12:00 p.m. Students should arrive at the Carthage Junior High promptly at 8:00 a.m. Students will enter the building through door #15. Students arriving after 8:05 will not be admitted. Students are expected to bring school materials and assignments to complete during Saturday School. All school rules apply. Electronic devices are not allowed. Cell phones must be powered off and turned into the instructor upon entering the Saturday School Classroom. Teachers supervise Saturday School on a rotating basis. If you have questions or would like to sign up your child for Saturday School for work completion, please contact Assistant Principal, Jenny Bogle at 417-359-7050, extension 19021. For emergencies during Saturday School hours, please contact 417-359-7050, extension 19107.
- **Out-of-School Suspension (O.S.S.)** (Reference: District Policy 2662) -Students will be removed from the regular school setting. They will not be allowed to attend classes, be on school grounds, or attend or participate in any school-sponsored functions while suspended. Students will not receive credit for class work missed.

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

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

DISCIPLINE MATRIX

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

NATURE OF OFFENSE	1st Violation	2nd Violation	3rd Violation	Subsequent Violations
4. Failure to Attend Ninth hour	Two Ninth Hours	One Day I.S.S.	I.S.S. Progression and/or R.M.	
5. Truancy a. Less than ½ Day b. More Than ½ Day	a. One 9th Hour for Each Hour Missed b. One Day I.S.S. for Each Day Missed	Two Days I.S.S.	I.S.S. Progression and / or L.A.B.	
6. a. Defiance of Authority b. Lying/Forgery c. Scholastic Dishonesty d. Tobacco Violation / Possession (including lighters)	One Day I.S.S.	Two Days of I.S.S.	Three Days of I.S.S.	I.S.S. Progression, O.S.S. Progression, and / or L.A.B.
7. Fighting	Three Days O.S.S. and / or L.A.B.	O.S.S. Progression and / or L.A.B.		
8. Blatant Disrespect	From 3 Days I.S.S. up to 10 Days O.S.S. Depending Upon Severity of Infraction	O.S.S. progression		
9. Non-Sanctioned Group Activity	O.S.S. Progression			
10. a. Sexually Inappropriate Behavior b. Sexual Harassment c. Threatening or Harassing Another Student d. Bullying e. Ethnic or Prejudicial Slurs	Penalties Will Be Assigned According to Severity of The Offense			
11. Theft or Vandalism	Restitution Plus Penalties Will Be Assigned According to Severity of the Offense			
12. Assault, Threats (including death threats or threats to use weapons)	O.S.S., Penalties Will Be Assigned According to Severity of the Offense			
13. Tobacco Use	Three Days I.S.S.			
14. Alcohol/Drugs a. Under the Influence b. Possession at School	a. Five Days O.S.S. b. Ten Days O.S.S.	Ten Days O.S.S. With Recommendation for Long-Term Suspension		
15. a. Arson b. Assault or Threats on School Personnel c. Extortion/Coercion/Blackmail d. Alcohol/Drug/Sale/Imitator Sale or Distribution	Ten Days O.S.S. With Recommendation for Long-Term Suspension			
16. Weapons Provision (Refer to Board Policy JFC)	In Accordance With Federal Law, Any Student Who Brings or Possesses a Weapon on School Property Will Be Suspended From School for at Least One Calendar Year and Will Be Referred to the Appropriate Legal Authorities.			

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

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

LDet – Lunch Detention

R.M. – Restricted Movement

L.A.B. – TIGER Learning Achievement & Behavior

I.S.S. – In-School Suspension

O.S.S. – Out-of-School Suspension

S.S. – Saturday School

STUDENT ALCOHOL/DRUG ABUSE

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

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

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

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

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

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

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

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

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

STUDENT ACTIVITIES DRUG-TESTING POLICY

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

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

PURPOSE AND INTENT

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

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

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

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

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

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

VIOLATIONS

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

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

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

REFUSAL TO SUBMIT TO DRUG USE TEST

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

CITIZENSHIP POLICIES (REFERENCE: DISTRICT POLICY 2920)

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

DEFINITIONS

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

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

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

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

Suspension

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

I. Alcohol/Drugs

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

1. Alcohol or Drugs during the school year:
 - a. **At School** – Any students who uses, is under the influence of or in possession of alcohol, illegal drugs (or their imitators), uses substances or drugs in a manner other than directed or prescribed on or adjacent to school property during school hours or at school sponsored events will be suspended from all activities for a period of 365 days.
 - b. **Away from School** – Any student who uses, is under the influence of, or in possession of alcohol or illegal drugs in a manner other than directed or prescribed, will be suspended from participation in all in-season activities for a calendar eight-week period beginning immediately. Upon completion of a substance abuse evaluation, written documentation of enrollment and regular follow-up drug test with a negative result, the suspension may be reduced to four weeks.
 - c. A second offense of alcohol or drugs by a student during the school year will result in a 365-day suspension from all activities.
 - d. A third offense of alcohol or drugs by a student during the school year will result in a permanent suspension from participation in all activities covered under this policy.

2. Use of alcohol or drugs during the summer months.
 - a. Any student who uses, is under the influence of or in possession of alcohol illegal drugs (or their imitators), uses substances or drugs in a manner other than directed or prescribed during summer months must meet with his/her sponsors or coaches.
 - b. The second violation of the summer policy will result in a two-week suspension at the beginning of the next activity.
 - c. The third violation of the summer policy will result in removal of the student from the next activity.
3. Parties in which alcohol and /or illegal drugs are provided: Any participant or participants in a school activity hosting a party where alcohol and/or illegal drugs are provided or encouraged will be suspended from all activities for a period of eighteen weeks.
4. Use of tobacco at practice or contest.
 - a. Any use of tobacco at practice or contest by a student will result in a suspension for one week beginning with the first contest or activity.
 - b. The second violation of tobacco use will result in a two-week suspension for the student from all activities.
 - c. The third violation will result in the student being suspended from the present activity for the remainder of the activity and a two-week suspension from the next activity.
5. Verification needed to impose this policy would include any one of the following:
 - a. Student admission of guilt.
 - b. Parent of student in question verifies guilt.
 - c. Eyewitness by member of R-9 staff.
 - d. Police report of specific names involving student and alcohol/drugs.
 - e. Newspaper report indicating specified students.
6. Parents will be notified as soon as possible.

II. Felonies (This is a year round policy)

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

III. Misconduct at School

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

IV. Attendance

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

V. Appeal Process

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

THE ACTIVITY COUNCIL

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

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

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

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

PHYSICAL EXAMS, INSURANCE AND PARENTAL PERMISSION

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

TRANSPORTATION

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

M.S.H.S.A.A

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

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

HONORS

NATIONAL JUNIOR HONOR SOCIETY

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

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

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

- 7th or 8th grade student
- Enrolled the entire second semester
- Cumulative Grade Point Average of B (3.5) or better
- Students must display exemplary behavior in and out of the classroom (No referrals)
- Candidacy application on file by September 15 (Exception: Enrolled after September 15). If September 15th falls on a weekend, the application will be due the following Monday.
- Complete a minimum of 12 hours of community service by April 1

The selection process entails the following:

1. The counselors' office provides the faculty selection committee with a list of eligible students
2. The selection committee distributes ballots for each candidate to the teachers.
 - i. The ballot is an objective rating sheet, which is a summary of points for the five desired qualities in the candidate.
3. The teachers confidentially fill out the rating sheets only on those students with whom they have come in contact with through classes during that academic year. Recommendations are confidential and are intended only for the selection committee.
4. The recommendations are returned to the selection committee who makes the final selection based on the following:
 - i. A student must have a received a 4.25 average out of a possible 5.0 average from all their teachers on their teacher rating sheets.
5. The selection committee will vote upon students who receive an overall rating of 4.25 or above.
6. Candidates receiving majority vote will be notified of their selection and asked to attend the induction ceremony.
7. A meeting of the members will be called to select officers for the next school year.

HONOR ROLL

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

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

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

ACADEMIC RECOGNITION

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

ACTIVITIES (REFERENCE: DISTRICT POLICY 2920)

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

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

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

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

ACADEMIC TEAM (Quiz Bowl)

The Academic Team participates in Quiz Bowl competitions. These competitions involve the answering of trivia questions faster than opposing teams. Students benefit from increased teamwork skills, content knowledge, and development of interpersonal communication. All students are welcome to participate but must meet and maintain attendance, grade, and behavior standards.

ART CLUB

Interested in art but can't take art class? In art class but want more? then Art club is for you. Students will stretch their creative and artistic skills through a variety of art projects that can't be done in art class, like murals and large sculptures. The Art Club meets after school on Tuesdays. An interest in art is the only requirement and all students are welcome.

CHEERLEADERS

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

FCS

Fellowship of Christian Students is a student led organization which meets on Thursday mornings before school for prayer, Bible study and praise. All students are welcome.

FFA

An organization of students enrolled in agriculture education.

FCCLA

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

MATH TEAM

The Carthage Tigers Math Team is an opportunity for students in grades 7-8 to compete mathematically. Students will compete in Math League Contests, Math Counts Contests, and the Regional Math Contest sponsored by the Missouri Council of Teachers of Mathematics. The focus of the 7th/8th grade Math Team is to provide an enriching and cooperative atmosphere where students are challenged with math problems that focus on all aspects of mathematics. The students attend three to four meets during the year where they compete against schools across the State of Missouri.

7th/8th Math Team participation is open to any motivated student who enjoys working on and solving challenging mathematics problems.

ODYSSEY OF THE MIND

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

PEER HELPERS

Peer Helpers are CJHS students who assist in conflict resolution and discussion with their fellow students by creating a positive school climate that fosters mutual respect, promote positive relationships through peer mentoring, focus on a safe/secure environment and also demonstrating personal responsibility by being positive role models.

YEAR BOOK

Yearbook is an after school activity which involves students in digital photography and desktop publishing. It meets weekly from early September until the yearbook is completed in late February or early March. Strong writing skills, problem solving, attention to detail, and commitment to the completed project are necessary skills that are developed along the way. Yearbook staff members are chosen based on interest and teacher recommendation.

SCHOOL SPONSORED ACTIVITY NIGHTS

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

STUDENT LEADERSHIP COUNCIL

Goals:

The goals of the Student Leadership Council is to develop student initiative and leadership, to stimulate school spirit, to encourage cooperation, to promote a wholesome interest in school activities and to maintain standards of good citizenship among students. The council is made up of interested students recommended by staff with selected offices voted on by student members. Students must have and maintain a "C" average and maintain acceptable behavior.

Selection process:

Students are selected based on a compiled character trait analysis filled out by their current classroom teachers. Character traits taken into consideration are honesty, integrity, service, character, leadership, positive attitude, respect for others, are they dependable, displays initiative, time management, cheerfulness, friendliness, poise, stability and actively help to rid the school of bad influences. The top twelve scores from 7th and the top twelve scores from 8th grade from the student leadership class application will be selected for the Student Leadership Class. In the event of a tie, students will be called in for an interview. Please understand that there is limited space for each grade level, therefore not all candidates are guaranteed a position in the class.

Expectations and commitments:

These include but are not limited to, attending class daily, working in a small committee to organize and present various school and community related activities such as school activity nights , preschool mentor program, helping with student schedule pickups at the beginning of the school year, preparing for the new year, open house, assist teachers, raising funds, work the Carthage Police Christmas Party, work the concession stand, can food drive, spirit week, Red Ribbon Week, teacher appreciation week, daily announcements, work school store, pledge, change the marquee, work the local elementary school carnivals, serve our student body. Many of these activities will require work outside the classroom. You must display leadership qualities outside the classroom. Student leadership members will meet high expectations of behavior, and accountability to our group. Students who show an interest in student leadership are required to have a signed parent permission form accepting all of the duties involved with student leadership.

Grading in student leadership class:

Each student accepted in to the Student Leadership class will earn a grade. You will be required to earn daily points. You will be graded on your work ethics as well as earning points for leadership lessons, presentations and group projects. You will earn points for working community and school events.

Student Leadership Structure:

The Student Leadership Council is composed of thirty-six members; 18 members from the 7th grade, 18 members from the 8th grade. Within the thirty-six members, the following will be elected: President, an eighth grade student; the Vice President, a seventh grade student; Secretary, Treasurer, and Web Master, each may be either a seventh grade student or an eighth grade student.

Grade Requirements:

Each student who is a Student Leadership Council Representative shall have no grade lower than a C in any subject and a combined GPA of 2.70 for the previous semester. Students and faculty must consider each candidate a good citizen. Grades must be maintained during your term of office or your office must be vacated.

Drug Policy Student Leadership Council members must have a current drug policy on file in the office.

STUDENT ADVISORY COUNCIL

Student Advisory Council is an advisory group of students that will periodically meet with Carthage Junior High principals or teachers to discuss matters of the school that directly impact the climate and culture of the campus. Students will be elected by their peers to represent many different groups so that many opinions can be voiced. The Student Advisory Council has been an invaluable resource for student activities and Pride Time activities as well as general recommendations for making CJHS a better place to attend school.

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>

Board Policy 0220	School District Goals and Objectives
Policy 1210	School Year and School Day
Board Policy 1310, 2100	Nondiscrimination
Policy 1470	Public Gifts to Schools
Policy 1475	Memorials
Board Policy 1610	Student Rights and Responsibilities
Regulation 2110	Equal Education Opportunity
Board Policy 2130	Sexual Harassment of Students
Board Policy 2210	School Admissions
Policy 2220	Compulsory Attendance Ages
Policy/Regulation 2400	Student Educational Records
Policy/Regulation 2250	Admission of Exchange Students
Policy 2270	Migrant Students

Policy 2255	Disabled Students
Policy/Regulation 2525	Graduation
Policy 2530	Graduation Requirements- Students with Disabilities
Policy 2600	Discipline
Policy/Regulation 2620	Firearms and Weapons in School
Policy 2640	Student Use of Alcohol and Firearms
Policy 2651	Student Dress
Policy 2655	Bullying Board
Board Policy 2670	Student Discipline
Policy/Regulation 2672	Discipline of Students with Disabilities
Policy 2673	Reporting of Violent Behavior
Policy 2720	Employment of Students
Policy/Regulation 2760	Foster Care Bill of Rights
Board Policy 2870	Medications Regulation
Policy/Regulation 2662	Suspension
Board Policy 2663	Student Dismissal Precautions
Board Policy 2662-2663	Student Suspension and Expulsion
Regulation 2830	Health Services
Board Policy 2860	Communicable Diseases-Student
Policy/Regulation 2870	Administering Medicines to Students
Board Policy 2920	Philosophy of Extracurricular Activities
Board Policy 2610	Discipline Reporting and Records
Regulation 3110	Preparation of Budget
Regulation 3380	Sale/Lease of Real Property
Policy 4120	Employment Procedures
Policy 4870	Safe and Drug Free Schools and Community
Policy/Regulation 5620	Student Transportation Services
Policy 6140	Services for Students with Disabilities
Policy/Regulation 6180	English Language Learner (ELL) / Lau Plan
Policy 6190	Virtual Instruction Program
Policy/Regulation 6250	Instruction for Students with Disabilities
Policy/Regulation 6255	Independent Education Evaluation
Policy/Regulation 6275	Instruction for Homebound Students
Policy 6320	Internet Safety Policy
Policy 6440	Statewide Assessments
Policy 7215	Cooperation Cooperative Projects with Municipals

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

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

Civil Rights and Grievance Procedures (Contact Assistant Superintendent)

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

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

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

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“Protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility
- B. Receive notice and an opportunity to opt a student out of
 - 1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

Carthage R-9 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Carthage R-9 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Carthage R-9 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Carthage R-9 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Model Notification of Rights for Elementary and Secondary Schools

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

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

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