

# *Jefferson City School District*



## *Elementary Student Handbook 2022 - 2023*

## Table of Contents

<b>Listing of Elementary Buildings/Early Childhood</b>	<b>2</b>
<b>Elementary Grading Scale</b>	<b>2</b>
<b>Student Dress Code</b>	<b>3</b>
<b>School Bus Regulations / Bus Rider Drop Off Policy</b>	<b>3</b>
<b>General Health / Fifth Grade Growth and Development</b>	<b>4</b>
<b>Medicine Policy</b>	<b>4</b>
<b>Cancellation of School</b>	<b>4</b>
<b>Tobacco-Free District</b>	<b>5</b>
<b>Cell Phones and Personal Electronic Devices</b>	<b>5</b>
<b>Student Attendance</b>	<b>5</b>
<b>Change of Address and Emergency Contact Information</b>	<b>6</b>
<b>Student Dismissal / Release of Students / Snack Guidelines</b>	<b>6</b>
<b>Student Discipline / Searches of Students</b>	<b>7</b>
<b>Prohibition Against Bullying and Hazing</b>	<b>14</b>
<b>Suicide Awareness and Prevention</b>	<b>15</b>
<b>Communicable Diseases / Immunizations</b>	<b>16</b>
<b>Influenza Health Information / Student Complaints and Grievances</b>	<b>16</b>
<b>Prohibition Against Illegal Discrimination and Harassment</b>	<b>17</b>
<b>Grievance Process Overview</b>	<b>21</b>
<b>504 Public Notice / Notice of Assessment Participation</b>	<b>22</b>
<b>Required State Assessments / Senate Bill 319</b>	<b>22</b>
<b>Dyslexia Screening / Surveying, Analyzing or Evaluating Students</b>	<b>23</b>
<b>Notice of Nondiscrimination</b>	<b>24</b>
<b>Jefferson City School District Public Notice / Virtual Education</b>	<b>25</b>
<b>ESSA Complaint Procedures</b>	<b>26</b>
<b>ESSA Parent's Right-to-Know / Trauma Informed Schools Initiative</b>	<b>27</b>
<b>Annual Notice of Directory Information</b>	<b>28</b>
<b>Electronic Communication Staff Members and students</b>	<b>28</b>
<b>Family Rights and Privacy Act Notification/COVID-19</b>	<b>29</b>
<b>COVID-19 &amp; Earthquake Preparedness</b>	<b>30</b>
<b>JC Schools-Parent Compact / Handbook Acknowledgement</b>	<b>31-32</b>

**DISCLAIMER – To the extent this handbook conflicts with the Jefferson City, Missouri School Board Association (MSBA) Board Policy, the Board Policy (BP) prevails. Refer to the District website at <https://www.jcschools.us> for more information current policies. The Board Policy Manual can be found at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117>. Please refer to the district website for the most current Board Policy.**

**Jefferson City School District**  
**Elementary Buildings / Early Childhood**  
**Kindergarten-5th grade Start/End Times: 7:45 AM – 2:45 PM**  
**Dr. Heather Beaulieu, Deputy Superintendent**  
**Dr. Troy Hogg, Assistant Superintendent of Elementary**

<b>School</b>	<b>Address</b>	<b>Phone</b>	<b>Principal</b>	<b>Admin Intern</b>	<b>Secretary</b>
Belair	701 Belair Drive	573-659-3155	Todd Shalz	McKenzie Bennett (3 Days)	Valerie Miller
Callaway Hills	2715 State Road AA, Holts Summit	573-896-5051	Malissa Pistel	NA	Judith Ahart
Cedar Hill	1510 Veith Dr	573-659-3160	Stacy Fick	NA	Rebecca Hintenach
East	1229 E. McCarty	573-659-3165	Dr. Ryan Day	NA	Susanna Walker
Lawson	1105 Fairgrounds Rd	573-659-3175	Dr. Patricia Tavenner	Renee Ellingsworth-Albert	Sheryl Persicke/ Jordan Fisher
Moreau Heights	1410 Hough Park Rd	573-659-3180	Chris Schmitz	NA	Jennifer Redcay
North	285 S. Summit Dr, Holts Summit	573-896-8304	Brandi Benz	NA	Carey Beckley
Pioneer Trail	301 Pioneer Trail	573-632-3400	Scott Salmons	James Groves - Asst. Principal	Heather Bosch/ Erin Barbour
South	707 Linden Dr	573-659-3185	Teresa Tillinghast	NA	Taryn Tripensee
Thorpe Gordon	1101 Jackson St.	573-659-3170	Delora Scaggs	McKenzie Bennett	Judy Wilson
West	100 Dix Rd	573-659-3195	Dr. Dawn Day	NA	Katrina Spencer
Southwest Early Childhood Center (Start/End Time Vary by Program)	812 St. Mary's Blvd	573-659-3026 573-659-3453	Danielle Westmoreland	NA	PK: Sasha Volmert/ Shelley Bias ECSE: Shelley Walton

**Elementary Grading Scale by Percent**

<b>A</b>	<b>93 - 100</b>	<b>C</b>	<b>73 - 76</b>
<b>A-</b>	<b>90 - 92</b>	<b>C-</b>	<b>70 - 72</b>
<b>B+</b>	<b>87 - 89</b>	<b>D+</b>	<b>67 - 69</b>
<b>B</b>	<b>83 - 86</b>	<b>D+</b>	<b>63 - 66</b>
<b>B-</b>	<b>80 - 82</b>	<b>D-</b>	<b>60 - 62</b>
<b>C+</b>	<b>77 - 79</b>	<b>F</b>	<b>59 or below</b>

**STUDENT DRESS CODE: BOARD POLICY: JFCA**

Students shall observe modes of dress and standards of personal grooming in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. Apparel or grooming which presents a safety concern is not permitted. Apparel displaying sexually explicit, vulgar, violent, or advocating illegal activities is not permitted. Further, no clothing or personal grooming which disrupts, or is likely to disrupt, the educational environment is permitted.

**BUS REGULATIONS: BOARD POLICY: EEA, JFCC**

Please refer to the [JC Schools COVID-19 Response](#) for the latest guidance regarding COVID-19 safety precautions and requirements and be on the lookout for updates from your student's school.

In order to provide a safe and efficient school transportation program for all students, the following rules shall be observed. These rules are posted on all buses:

- o Follow driver's instructions
- o No eating/drinking; drugs/alcohol; obscene language/lewd comments to others; loud noise; throwing objects (inside or outside of bus); fighting/horseplay; loitering; and/or vandalism
- o Vandalism resulting in monetary expense will be invoiced to the parents/guardians for restitution
- o Must remain seated, facing forward, at all times

Consequences for violations of bus safety rules:

- o Verbal warning
- o Assigned seat
- o Written conduct report (bus ticket)
  - o 1<sup>st</sup> bus ticket – school official visits with student about misbehavior and gives verbal warning. Notification of this bus ticket will be sent to parents/guardians. Next ticket could result in time off the bus.
  - o 2<sup>nd</sup> bus ticket – within 3 months or first offense deemed serious by school officials - student can be denied bus transportation for 5 days up to a semester.
  - o 3<sup>rd</sup> bus ticket – within 3 months of the second offense – student can be denied bus transportation for 10 days up to a maximum of the remainder of the school year.

It is the intent of the school district to maintain a safe environment on the school bus for the benefit of the students, the motoring public, and the driver. The driver must focus his/her attention on safe driving with minimum distractions created by the students being transported. To this end, video cameras will be used to aid drivers in monitoring student behavior on the bus.

**Principals may skip steps depending upon severity or repetition of violations.**

**BUS RIDER DROP-OFF POLICY/PROCEDURES for JC SCHOOLS STUDENTS UTILIZING FIRST STUDENT TRANSPORTATION**

Per First Student Transportation policy, drop-off for young school bus riders requires an authorized individual be present to receive the student when he/she gets off the bus.

Young school bus riders are defined as:

- o During the regular school year (August-May): Kindergarten and 1st grade students
- o During summer school (June): incoming Kindergarten, 1st grade and 2nd grade students
- o Students attending Early Childhood Special Education classrooms at Southwest Early Childhood Center

Additionally, some students have an Individualized Education Plan (IEP) which requires an authorized individual to be present when the student disembarks the bus.

Authorized individuals include:

- o A parent or guardian
- o A sibling (3rd grade or older)

First Student school bus drivers are asked to verify the identity of the authorized individual at the bus stop, if the individual is unknown to the driver. Bus drivers are instructed to contact First Student dispatch before allowing a student to disembark if the driver is unsure of the student's age and/or the individual at the bus stop.

If families are not able to meet this requirement, parents/guardians should contact First Student

## **GENERAL HEALTH INFORMATION**

The following information is provided to help parents regarding certain conditions that require exclusion from school.

- \*Fever of 100.0 degrees or higher
  - Students can return when fever free for at least 24 hours without the use of fever-reducing medication such as Acetaminophen and Ibuprofen.
  - Students returning prior to 24 hours from being fever free could result in student being sent home
- \*Vomiting
- \*Diarrhea
- Untreated Ringworm
- Undiagnosed rashes
- Red, inflamed eyes (pink eye) – excluded until diagnosed and treated for 24 hours with antibiotic drops
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Scabies (excluded until appropriate medical treatment)
- Fainting Spells
- Common childhood diseases - **State Regulations**
- Chicken pox (**excluded until rash is crusted over**)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

**\*Students sent home ill, with elevated temperatures, vomiting, or diarrhea, are asked to be kept at home for 24 hours until they are symptom-free per the guidelines listed above without the use of fever reducing agents. Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered.**

We appreciate parents sharing the diagnosis and treatment of students sent to physicians so we can be alerted to possible problems in other children (influenza, COVID-19, pink eye, head lice, strep throat, worms, etc.).

## **FIFTH GRADE GROWTH AND DEVELOPMENT PROGRAM**

Each year, the school nurse (or other designated staff) at each elementary building presents an age-appropriate program on the subject of changes in adolescence to the fifth-grade boys and girls. Students are separated by gender for this instruction. District staff are required to notify parents of the program's content and the date/time the program will occur. Parents/guardians have the right to remove their student from any part of the instruction by contacting the school nurse prior to the program date. All materials used in the district's instruction will be available for parents to preview at the school prior to the program.

## **MEDICINE POLICY: BOARD POLICY: JHCD**

In an effort to help ensure good health and safety for the students of our school, we have established the following guidelines:

1. Do not send medicine to school unless it is absolutely necessary.
2. First dose of a new medication will not be administered at school
3. Medications prescribed (or given) three times a day should be given at home: before school - after school - at bedtime.
4. All medications (prescribed and over-the-counter) must be presented to the school nurse/office staff in the original container that is properly labeled with the child's name, doctor's name, date, dose, and time of administration.
5. Any child who will be self-administering inhalers for asthma, auto-injector epi-pen for anaphylaxis, or insulin pen for diabetes must have on file with the school nurse an emergency action plan, medication permission for self-administration, and medication permission to administer.
6. Medications not regulated by FDA will not be given at school (herbal, essential oils, CBD, homeopathic)
7. Medications must be accompanied by a signed consent from the parent for staff to administer. This consent must include instructions (dose, time, frequency), which concur with prescription/medication label. This form can be found under the Health Information section on the Jefferson City School District Website at <https://www.jcschools.us/Page/9497>.
8. If a medication is to be administered at school, an adult must bring the medication to school. A student will not be allowed to bring the medication to school on behalf of the parent.
9. Please contact the school nurse if you have any questions

***Medication/Medicine is defined as any substance given to obtain a therapeutic affect or change.***

***Medications that do not meet the above criteria will not be given. Please refer to Board Policy JHCD for full disclosure***

## **CANCELLATION OF SCHOOL: BOARD POLICY: IC**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances or other instances that prevent us from being able to occupy a school building such as power/water outage, etc. Every practical means is used to notify parents of an impending cancellation including phone call, email and text message to contact information included in official parent records via our mass notification system. Information about cancellations will also be posted to district social media accounts (Facebook and Twitter), to the district website ([www.jcschools.us](http://www.jcschools.us)), to the district mobile app, and will be distributed to local news

media including the Jefferson City News Tribune, KCRG-TV-CHANNEL-13, KOMU-TV-CHANNEL 8, and KMIZ-TV-CHANNEL 17.

**TOBACCO FREE DISTRICT: BOARD POLICY: AH**

To promote the health and safety of all students and staff, and to promote the cleanliness of district property, the district prohibits all employees, students, and patrons from smoking, using tobacco products, imitation tobacco products, and electronic cigarettes in all district facilities, on district transportation, and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children, effective March 1, 2006.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and staff who possess or use such products on district grounds, district transportation, or at district activities will be disciplined in accordance with Board policy.

**CELL PHONES AND PERSONAL ELECTRONIC DEVICES: BOARD POLICY: EHBA**

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or earbuds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

**STUDENT ATTENDANCE: BOARD POLICY: JEA**

In accordance with Missouri State law, every parent or person having charge, control, or custody of a child between the ages of seven and seventeen years of age is responsible for keeping the child in school. Irregular school attendance is one of the most important causes of low grades and/or failure in school. Irregular school attendance can result in "educational neglect" being reported to the Division of Family Services. It can also serve as a reason for retaining a student. A student cannot make academic progress if they are not in school on a regular basis. Students who are tardy will fall under the same guidelines used for attendance.

**If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to call the elementary school office by 9:00 a.m. on the day of the absence. If the parent does not call school, the school secretary is required to phone parents regarding student absences.**

- 3 days of absence by the end of September
- 5 days of absence by the end of October
- 7 days of absence by the end of November
- 8 days of absence by the end of December
- 10 days of absence by the end of January
- 12 days of absence by the end of February
- 13 days of absence by the end of March
- 16 days of absence by the end of April
- 17 days of absence by the end of May

First Offense: The Principal will notify parents/guardians of attendance concerns, in writing.

Subsequent Offenses: Second written notification of concern, principal/parent conference or written notification of case referral to a Family School Advocate.

Note: If attendance concerns persist after interventions by the Family School Advocate, then the Family School Advocate, the Principal, and the Assistant to the Superintendent of Elementary Education may refer the case to the Division of Family Services or the Juvenile Court.

Students arriving late to school are to report directly to the office with their parent/guardian stating the reason for the tardiness. The office will make the necessary arrangements to admit the student to class.

**Students who are habitually tardy will have the same consequences as students who are absent.**

If a student needs to leave early, the parent/guardian should come to the office and state the reason for dismissal. Students will not be dismissed to their parents from the classroom. The office personnel will locate the student and request the student meet the parent/guardian in the office. Students may not leave the building or school grounds before the close of school unless approval is granted from the office.

Any student arriving late or leaving early must have their parent/guardian come into the elementary office and state the reason for the student being tardy/dismissed. It is the responsibility of the students to ask all teachers for make-up assignments. If absence is due to work, travel, or a planned event please contact the principal prior to the absence.

**CHANGE OF ADDRESS, WORKPLACE OR PHONE NUMBER**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address, home phone number, or work phone number during the school year. Infinite Campus Parent Portal has a feature that allows parents/guardians to view, add, and update certain student and household information from the Portal. Address changes require proof of residency to be submitted to the school office.

#### **STUDENT DISMISSAL / RELEASE OF STUDENTS: BOARD POLICY: JEDB**

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

All elementary school buildings will open at 7:15AM and classes will begin at 7:45AM. Classes will end at 2:45PM. The district will not be responsible for supervising students outside the stated times. Parents should not drop off or leave children at the school during unsupervised periods. The YMCA and Boys & Girls Club offer after school care. For more information on the cost of available after school care programs or to sign your child up, please contact the Boys & Girls Club at 573-634-2582 or the YMCA at 573-761-0716. The fee structures may vary depending on household income.

#### **SNACK GUIDELINES (Parties, etc.)**

The following standards will apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals.

- Home prepared food of any type is prohibited to all school activities due to the increasing incidence of food allergies and the possibility of food borne illness.
- All foods must be prepackaged. The school must be provided with a complete list of ingredients per School Board Policy Allergy Prevention and Response of any treats brought to school. Ingredients should be listed on store bought items
- All liquid refreshment should be served from sealed cans or containers.
- Food or beverages provided by school personnel as part of incentive programs, celebrations, or similar activities should consider allergy prevention requirements with alternate items available.
- The district encourages parents/guardians and district employees to consider foods and beverages that meet the Smart Snacks nutrition standards for celebrations and alternative party ideas, including nonfood celebration ideas.

#### **Healthy School Party Foods/Snacks**

- 100% fruit snacks
- Animal Crackers
- Cheese cubes/sticks
- Low-fat breakfast or granola bars
- Low-fat ice creams, frozen yogurts, and sherbets
- Pretzels
- Trail mixes
- Vanilla wafers
- Simply Chex Mix

#### **Classroom Party – nonfood items**

- Pencils
- Stickers
- Notepads
- Coloring books
- Give a book to the classroom
- Theme parties – party hats, etc.

**STUDENT DISCIPLINE: BOARD POLICY: JG, JG-R1, JGA-2, JGB, JGD, JGE**

The Jefferson City School District Board Policy is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. The Board Policy is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. It is the purpose of this policy to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or, any action involving a combination of offenses may result in disciplinary consequences that extend beyond this policy as determined by the principal, superintendent and/or Board of Education. Deviation from the disciplinary consequences set forth in this policy shall be documented by the Principal, Assistant to the Superintendent of Elementary or Secondary Education, Chief of Learning, Superintendent and/or Board of Education. This policy includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

**Corporal Punishment Policy**

For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of the Jefferson City School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

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

**Searches of Students: BOARD POLICY: JFG**

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely.

District employees, administrators and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student or screen a student for medical conditions.

The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs. Trained dogs may also be used to detect the presence of explosives and other contraband.

If district personnel have reasonable suspicion that a student is inebriated or has come to school soon after consuming drugs or alcohol, the district may require the student to participate in a drug or alcohol test given by district authorities. If the student refuses to participate, the student may be disciplined as if the student tested positive for the substance. In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

**Reporting to Law Enforcement**

It is the policy of the Jefferson City School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.



The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the Assistant to the Superintendent of Elementary Education shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolling in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

#### **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

#### **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious

physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Principal/Student conference, suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Bullying and Cyberbullying (Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (Board Policy JFCC)** – Any offense committed by a student on, while waiting for, or entering transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespect to Staff (Board policy AC if illegal harassment or discrimination are involved)** – Willful or continued willful disobedience of a directive or request by a district staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a district staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Disruptive Conduct or Speech (Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise disrespectful, rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## Drugs/Alcohol

### Board Policies JFCH, JHCD

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.
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Subsequent Offense:	11-180 days out-of-school suspension or expulsion.
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2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense:	ISS, 1-180 days out-of-school suspension or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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### **Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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### **Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Detention or in-school suspension.
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### **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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### **False Alarms (Refer to "Threats or Verbal Assaults")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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### **Fighting (Refer also to, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

#### **Harassment, including Sexual Harassment**

##### **Board Policy AC**

1. Use of material of a sexual nature or verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (Board Policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** - Possession or use of items such as toys, games and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Sexing and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Misconduct** – Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (Board policies EHB and KKB and Procedure EHB-AP1)**

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

- Attempting, regardless of success, to: gain unauthorized access to technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- Violations, other than those listed in (1) or (2) above, of Board Policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft – Theft, attempted theft or knowing possession of stolen property.**

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Threats by students, whether made on campus or off school grounds, which constitute a “true threat” against the district, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness (Board Policy JEDA)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Vandalism****Board Policy ECA**

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

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons**

**Board Policy JFCJ**

1. Possession or use of any weapon as defined in Board Policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

In addition to the above consequences, building administration may, when deemed necessary, utilize alternative consequences, with supervisor approval.

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In the event of a discrepancy between an administrative procedure and a Board Policy, the Board policy will take precedence.

**PROHIBITION AGAINST BULLYING AND HAZING: BOARD POLICY: JFCF, JFCG****General**

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

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

**Definitions**

*Hazing* – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Bullying* – Is defined by state law as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic or written

communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function or on a school bus. 'Cyberbullying' means bullying as defined in this subsection through the transmission of an communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

In order to ensure a healthy and safe learning environment for all, students are asked to report instances of bullying to a teacher or an administrator immediately. Instances of bullying must be reported by district employees immediately, and in no event later than two (2) school days following receipt of a report or personal observation by the employee. The report must be made to the building principal of his/her designee. The principal shall ensure that an investigation commences within two (2) school days of receipt of the report and will conclude within ten (10) days unless the time period is extended for good cause. The Board prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who make complaints pursuant to this policy; who report prohibited bullying or hazing; and who participate in an investigation, formal proceeding or informal resolution.

#### **SUICIDE AWARENESS AND PREVENTION: BOARD POLICY: JHDF**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Jefferson City School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

#### **Response Plan**

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

#### **Students Who May Be at Risk of Suicide**

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

#### **Students Who May Be Having a Suicide Crisis**

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

#### **Confidentiality**

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.



## **COMMUNICABLE DISEASES: BOARD POLICY: IGAEB**

The Jefferson City School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

### **Immunization**

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

### **Universal Precautions**

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

### **Categories of Potential Risk**

There are certain specific types of conditions, such as frequent bleeding episodes or un-coverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

### **Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or un-coverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non-bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

### **Confidentiality**

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper healthcare or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board Policy. Breach of confidentiality may result in disciplinary action, including termination.

### **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

### **Notification**

Missouri state law provides that by adopting this policy the district shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

## **INFLUENZA HEALTH INFORMATION: BOARD POLICY: EBB, JCH**

Jefferson City School District partners with the local Health Department and Community Health Center to provide an annual influenza vaccine to children at school. This vaccine will help protect our students from the influenza virus. We will hold vaccination clinics beginning in the fall of the school year. School staff will send more information about the flu clinic when times are scheduled at your particular school. There will be no cost to you for this vaccine. The school will also send you a form that will include options allowing you to either accept or refuse the vaccination for your child. If you refuse, the vaccination will not be given to your child. If you have any questions about the vaccine your child's health care provider can answer your questions about the influenza virus and will be able to give your child the seasonal influenza vaccine, if you do not wish to participate in the flu clinic at school.

## **STUDENT COMPLAINTS AND GRIEVANCES: BOARD POLICY: KLA**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

Complaints regarding alleged discrimination or harassment shall be processed in accordance with Board of Education Policy AC.

The following guidelines are established for the presentation of student complaints and grievances:

The teacher shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.

If the problem is not resolved to the satisfaction of the student and/or parents/guardians, the principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal. If the student and/or parents/guardians are not satisfied with the action of the principal, a request may be submitted for a conference with the Assistant to the Superintendent of Elementary Education or the Assistant to the Superintendent of Secondary Education. The appropriate assistant shall arrange a conference to consider the problem and inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the Assistant to the Superintendent of Elementary Education or the Assistant to the Superintendent of Secondary Education, a request may be submitted for a conference with the Chief of Learning. The Chief of Learning shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the Chief of Learning, a request may be submitted for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

If the student and/or parents/guardians are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this policy without reprisal.

\*\*\*\*\*In the event of a discrepancy between an administrative procedure and a Board Policy, the Board policy will take precedence.

#### **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT: BOARD POLICY: AC, ACA**

##### **General Rule**

The Jefferson City School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law and this policy, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Jefferson City School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of prohibited discrimination or harassment.
  - b. Report prohibited discrimination or harassment
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

When appropriate, following the conclusion of the grievance process, the compliance officer may periodically follow up with persons filing grievances and assist in the prevention of the recurrence of acts of discrimination, harassment or retaliation.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

##### **Sexual Harassment Reporting and District Response: Board Policy: AC**

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

##### **Additional Prohibited Behavior: Board Policy: AC**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of

illegal discrimination, harassment and retaliation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **School Nutrition Programs: Board Policy: AC**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

### **Definitions**

*Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* – Days on which the district's business offices are open.

#### **Compliance Officer: Board Policy AC**

The Board designates the following individual to act as the district's compliance officer:

Tim Thompson, Human Resources Director  
Jefferson City School District  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3013 / Fax: 573-659-3807

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Dr. Troy Hogg, Assistant Superintendent of Elementary Education  
Jefferson City School District  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3015 / Fax: 573-632-3460

Gary Verslues, Assistant Superintendent of Secondary Education  
Jefferson City School District  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3015 / Fax: 573-632-3460

Bridget Frank, Director of Special Services  
Jefferson City School District  
315 E. Dunklin,  
Jefferson City, MO 65101

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Jefferson City School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
8. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

#### **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Jefferson City School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

#### **Reporting**

**Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.**

In cases involving sexual harassment, all persons must report incidents directly to the Title IX coordinator for evaluation under policy ACA. All district employees will instruct all persons seeking to make a report or complaint to communicate directly with the Title IX coordinator. Even if the suspected victim of discrimination, harassment or retaliation does not report on their own behalf, district employees are required to report to the Title IX coordinator any observations, rumors or other information about actions prohibited by this policy and policy ACA.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to file a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information about actions prohibited by this policy. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to act upon finding a violation of law, district policy or district expectations.

Even if a grievance under this policy is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

#### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and

complaint process detailed below will be used.

### **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior; the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. As all grievances will be investigated by an impartial investigator, if a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

### **Filing a Grievance**

Grievances shall be submitted in writing to the compliance officer:

Tim Thompson, Human Resources Director

Jefferson City School District

315 E. Dunklin

Jefferson City, MO 65101

Phone: 573-659-3013 / Fax: 573-659-3807

### **Grievance Process**

1. Level I: A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. If the compliance officer is the subject of the grievance, the grievance shall be referred to a school principal or other appropriate supervisor to conduct the investigation.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in

writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The person filing the grievance will be allowed to present witnesses and evidence to the Board. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The district will take steps to prevent the recurrence of any discrimination and correct its discriminatory effects on the complainant and others, where appropriate. The decision of the Board is final.

#### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board Policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

#### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

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In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

#### **504/TITLE II PUBLIC NOTICE: BOARD POLICY: KB**

The Jefferson City School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Jefferson City School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Jefferson City School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed during regular business hours at the District Central Office located at 315 East Dunklin St. Jefferson City, MO 65101.

This notice will be provided in native languages as appropriate.

#### **ASSESSMENT PROGRAM/PARTICIPATION: BOARD POLICY: IL**

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the board recognizes its obligation to provide for and administer assessments as required by law. The board directs the superintendent or designee to create procedures governing assessments consistent with law and board policy. In cooperation with the administrative and instructional staff, the board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Information from statewide assessments provides an important benchmark by which the district can measure the progress of students, the effectiveness of curriculum and instruction, and the impact of education programs. As such, all students in assessed

grade levels and contents who are enrolled and present during the district testing window will participate in state assessments. Additionally, student participation is required for the district to remain accountable for student learning under state regulations. In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The current policy is on our website at: <https://www.jcschools.us/> . Select District Departments, Board of Education, Board Policy, and then Board Policy IL.

### **REQUIRED STATE ASSESSMENTS**

Test Name	Statutory Requirement	Subject	Grade	Length (Approx.)	Testing Window	Result Distribution
MAP Grade Level	Outstanding School Act and ESSA	English Language Arts	3 & 5 4	1.5 - 3 hours 2.5 - 4 hours	April – May Annually	Fall of the following year
MAP Grade Level	Outstanding School Act and ESSA	Mathematics	3 - 5	1.5 - 2.5 hours	April – May Annually	Fall of the following year
MAP Grade Level	Outstanding School Act and ESSA	Science	5	1.5 - 2.5 hours	April – May Annually	Fall of the following year
MAP-Alternate (for students with cognitive disabilities)	Outstanding School Act and ESSA	ELA, Math Science	3-5 5	Embedded in instruction	Sep -Dec Feb – May Annually	Fall of the following year

### **SENATE BILL 319: BOARD POLICY: IL, IL-AP(1)**

Senate Bill 319 requires school districts to assess the reading level of all third grade students and any student in grades 4 through 6 who transfers into a district. This reading assessment test must be administered sometime within 45 days from the end of the school year. The school district is required to identify all third grade students who are reading below the second grade level.

The district will develop an "individualized reading improvement plan" for any identified student which consists of a minimum of 30 hours of additional reading instruction during summer school or 30 hours of additional practice outside of the regular school day during the fourth grade year.

Students who have reading improvement plans will be tested again at the end of the fourth grade year. If they are assessed to be reading below the third grade level, they will be required to attend summer school and will be tested again at the end of summer school.

If a student still tests below the third grade reading level at the end of summer school, the law requires that the student must be retained in the fourth grade and cannot be promoted to the fifth grade.

Retention may only be imposed once. Along with the yearly re-assessments, the district will continue with the Reading Improvement Plans and with an additional 30 hours of extra practice during summer school.

The remediation and retention requirements of SB 319 do not apply to: (1) students receiving special education services under an individualized education plan; (2) students receiving services pursuant to Section 504, whose service plan includes an element addressing reading; (3) students determined to have limited English proficiency; (4) students who have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meeting the reading requirements.

### **DYSLEXIA SCREENING: BOARD POLICY: IGAB**

In accordance with law, the district will screen students for dyslexia and related disorders and provide the appropriate classroom support in accordance with guidelines developed by the Department of Elementary and Secondary Education (DESE).

### **SURVEYING, ANALYZING OR EVALUATING STUDENTS: BOARD POLICY: JHDA**

#### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect



information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

#### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of the following:

1. Any other protected information, as defined above, survey regardless of the funding source. A protected information survey includes a survey, analysis of evaluation that reveals any of the following: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
2. Any nonemergency, 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, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to occur.

#### **Notification of Policy and Privacy**

**In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.**

**The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.**

#### **NOTICE OF NONDISCRIMINATION: BOARD POLICY: AC**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the district are hereby notified that the district does not discriminate on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by the district to coordinate the district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning the district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 should be directed to the Compliance Coordinator.

The school district has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator listed below will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, Bolling Federal Building, 601 East 12th Street, Kansas City, MO 64106, telephone (816) 426-7277.

#### **Compliance Coordinator for Laws Listed in this Notice:**

Human Resources Director  
Jefferson City School District  
315 E Dunklin Street

**JEFFERSON CITY SCHOOL DISTRICT - PUBLIC NOTICE: BOARD POLICY: IGBA-1**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jefferson City School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Jefferson City School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Jefferson City School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Jefferson City School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular business hours at the District Central Office located at 315 East Dunklin Street, Jefferson City, MO 65101.

This notice will be provided in native languages as appropriate.

**VIRTUAL COURSES: BOARD POLICY: IGCD - Policy likely to be updated during the 22-23 school year due to changes in legislation.**

**General**

Virtual instruction can be an effective education option for some students, and the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Eligible students may also enroll in Missouri Course Access and Virtual School Program (MOCAP) courses in accordance with policy IGCD. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

**Virtual Course Behavior and Expectations**

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and is not disruptive. The district's code of conduct applies to virtual in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom. In a virtual classroom, such conduct or speech could include, but is not limited to, messaging conveyed by symbols or phrases that are visible on clothing; signage in the visible background; virtual background imagery; graphics or text visible during screen sharing; background audio; communications in classroom chats; disruptive screen names; and any other messaging a student places into the virtual environment that disrupts learning, is not appropriate for the education environment or is contrary to the district's educational mission.

Students may electronically display everyday items that they would be prohibited from possessing at school (such as pets, toys or objects forming typical room décor) as long as the display does not disrupt learning.

**Virtual Course Enrollment**

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in district-offered virtual courses and MOCAP courses. These enrollment periods and registration deadlines will be strictly enforced

unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

If the request to take a virtual course is denied, students or their parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. Requests to take MOCAP courses will be processed as required by law as outlined in policy IGCD.

### Attendance and Completion

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not progressing in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors beyond the student's control.

Students enrolled in a district-sponsored course or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course or MOCAP course shall be counted as no less than 95 percent attendance for purposes of A+ Scholarship Program eligibility.

### Missouri Assessment Program

Students are required to take the state-mandated examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in person.

For additional information go to Jefferson City School District home page at: <https://www.jcschools.us/Page/17661>. Select District Departments, Board of Education, Board Policies, AND Board Policy IGCD.

### MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION: BOARD POLICY: KA

#### EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

#### 1. What is a complaint?

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

**ESSA PARENT'S RIGHT-TO-KNOW: BOARD POLICY: KA**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**TRAUMA INFORMED SCHOOLS INITIATIVE: BOARD POLICY: KB-AP(1)**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery

- b. recognizes the signs and symptoms of trauma in students, teachers and staff
- c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
- d. seeks to actively resist re-traumatization

## **JEFFERSON CITY SCHOOL DISTRICT: BOARD POLICY: IGDB, JO**

### **ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

**General Directory Information** – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes: The student's address, home telephone number and email address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

### **ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS: BOARD POLICY: GBCC**

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

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

### **JEFFERSON CITY SCHOOL DISTRICT - FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION** **BOARD POLICY: KB-AP(1)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Jefferson City School District receives a request for access.  
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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 typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jefferson City School District 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 2020

### **COVID-19**

As the Jefferson City School District transitions from the 2021-22 to 2022-2023 school year, we are updating our approach to the COVID-19 pandemic.

Just as state and federal health agencies have transitioned their COVID-19 responses from pandemic to an endemic approach, JC Schools has adapted our COVID-19 accordingly. At this time, we plan to continue utilizing our COVID-19 rubric. Protocols for the green status will be minimal, but can be tightened if warranted by an increase in cases within schools or the local community.

Since fully implementing our JC Schools COVID-19 rubric in February of 2022, all buildings within the Jefferson City School District have remained in the green status. District staff continue to monitor any positive cases occurring within the school environment and to conduct contact tracing investigations in the rare instances when cases have occurred.

Consistent with our ongoing approach to COVID-19:

- Students and staff should wash hands with soap and water for at least 30 seconds, avoid touching your face, cough or sneeze into your elbow, and disinfect frequently touched objects;
- Students and staff experiencing symptoms related to COVID-19 should not come to school (symptoms include: fever or chills; cough; headache; muscle aches; nausea, vomiting or diarrhea; new loss of taste or smell; new runny nose or congestion; shortness of breath or difficulty breathing; sore throat; close contact with a person with COVID-19);
- JC Schools does not currently provide COVID-19 testing, however individuals with symptoms of COVID-19 are encouraged to call your doctor or access a list of COVID-19 testing sites [HERE](#);
- Students and staff who are sent home with a temperature 100.0 degrees or higher can return when fever free for at least 24 hours without the use of fever-reducing medication such as Acetaminophen and Ibuprofen. Students and staff returning prior to 24 hours from being fever free could be sent home;
- JC Schools does not currently mandate COVID vaccinations for those who are eligible. Vaccinations are available in the community for those who meet eligibility requirements;
- 504 and IEP teams will determine and implement appropriate mitigation measures and any additional accommodations/modifications needed for students with disabilities.

JC Schools remains committed to making real-time decisions to protect the learning environment as we have throughout the ever-changing COVID-19 pandemic. We are thankful for the effort of our staff, students, and families which have helped us keep our schools open during such challenging times.

For more information on the district's response to COVID-19 or if you have feedback regarding the district's response to the COVID-19 pandemic, please visit us [HERE](#). We sincerely appreciate your continued support and thank you for your support of JC Schools!

## **EARTHQUAKE PREPAREDNESS: BOARD POLICY: EBC**

At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

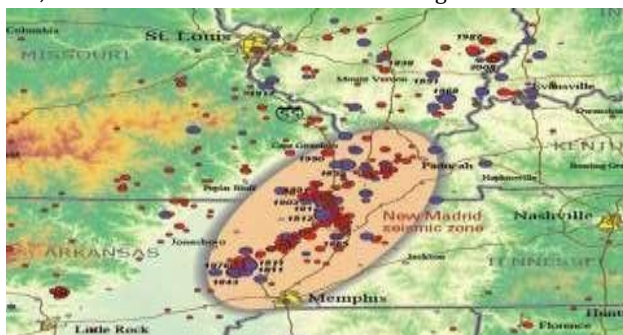
1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining what safety measures should be taken by individuals and households prior to, during and following an earthquake.

### **Earthquakes in Missouri**

The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature of geologic materials in the region. A major earthquake could mean catastrophic damage in the St. Louis and southeast regions of the state, and significant damage throughout Missouri.

**The New Madrid Seismic Zone averages more than 200 earthquakes per year.**

Most can't be felt, but a few can cause measurable damage.



Experts say there's a **25 to 40 percent chance for a major earthquake** in a fifty year period. The result could be major damage from St. Louis to Memphis. The last major earthquake in the New Madrid Seismic Zone was centered in southeast Missouri, near the town of Charleston, in 1895, so we're overdue for a major earthquake.

**The Great New Madrid Earthquakes of 1811-12** were the largest in U.S. history west of the Rocky Mountains. The massive quakes destroyed homes, created lakes and briefly caused the Mississippi River to run backward. Shaking was felt as far away as the east coast!

### ***Save This Information!***

***To help your family survive an earthquake, know what to do BEFORE, DURING, and AFTER a major quake strikes.***

#### **BEFORE:**

- ✓ Put together an emergency kit – flashlight, first aid kit, radio, drinking water, blankets
- ✓ Develop a family communication plan – identify a relative living at least 100 miles away; everyone can call to “check in” to tell family you're safe
- ✓ Make sure all heavy or breakable items are on lower shelves
- ✓ Know how to turn off utilities

#### **DURING:**

- ✓ **DROP** to the ground.
- ✓ **COVER** your head with your hands and arms. Crawl under a sturdy table or desk if there's one nearby.
- ✓ **HOLD ON** until the shaking stops.
- ✓ If you're driving, pull off the road, away from buildings and utility poles, and stay in your car.
- ✓ If you're outside, drop to the ground, away from large objects, and cover your face and head with your arms.

#### **AFTER:**

- ✓ Find your family; check for injuries
- ✓ If necessary, call 911 for help
- ✓ If you smell gas or hear a hissing sound, go outside – shut off gas valve
- ✓ Be careful to avoid live power lines and broken glass
- ✓ Listen to news for latest emergency information
- ✓ Be ready for aftershocks!

*Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455  
Missouri State Emergency Management Agency*

PO Box 116, Jefferson City, Missouri  
65102 Phone: 573/526-9100 Fax:  
573/634-7966

E-mail: [mosema@sema.dps.mo.gov](mailto:mosema@sema.dps.mo.gov)



## **Jefferson City School District School-Parent Compact**

**Title I is a program for students who need additional support. The goal of the Jefferson City School District Title I program is to improve each student's progress academically and/or behaviorally. Parents, students and teachers must work together to accomplish this goal. The purpose of this compact is to develop a partnership between parent, student and school, which will help the student achieve the standards and expectations of Jefferson City School District.**

### ***As a School, we will:***

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all children to meet the Missouri Learning Standards.
- Hold annual parent-teacher conferences to discuss this compact as it relates to the child's achievement.
- Assign meaningful homework with clear directions and return it promptly with comments.
- Be aware of the educational/individual needs of your child and offer special assistance and appropriate time to students who progress at different rates.
- Provide parents frequent reports of their child's progress.
- Be accessible to parents through phone calls, email, and scheduled meetings.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

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### ***As a Parent, I will:***

- Monitor my child's progress and supervise completion of homework.
- Read at home together or encourage my child to read nightly.
- Stay informed about my child's education by reading all communications from school and responding appropriately.
- Make sure that my child attends school regularly and arrives on time.



# *Jefferson City School District*



## **Acknowledgment Signature Page Elementary Handbook 2022 - 2023**

**PLEASE PRINT**

**Name of Student:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

\*\*\*\*\*

**I acknowledge I have received a copy of, OR electronic access to, the 2022 – 2023 Jefferson City School District Elementary Handbook.**

**SIGNATURE: Parent/Guardian:** \_\_\_\_\_

**PRINT NAME: Parent/ Guardian:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_