



NICHOLS  
**CAREER**  
CENTER

**Nichols Career Center**  
**STUDENT HANDBOOK**  
**2024-2025**

*“Education that WORKS”*

Agriculture  
Education  
Culinary Arts  
Collision Repair  
Graphic Design  
Automotive  
Technology  
HVAC  
Health Sciences

Building Trades  
Mechatronics  
Computer Technology  
Welding Technology  
Early Childhood  
Professions  
Social Media & Content  
Development  
Cosmetology

## SECTION I - INTRODUCTION

Dear NCC Student,

WELCOME BACK to those of you who are returning and WELCOME to those of you who will be joining us at Nichols Career Center for the very first time this year! You will see that Nichols Career Center is a wonderful place where you can learn a trade that can earn you a livable wage straight out of high school or help you continue your education at a post-secondary institution. I am confident you will find a rigorous and engaging program of study here at NCC giving you a leg up on the competition whenever you decide to enter the workforce. Our faculty and staff are excited to work with you to achieve your goals and to play an important part in your overall success wherever life takes you.

You will be experiencing many new and diverse learning opportunities this year. Our highly dedicated and responsive staff will be focused on challenging you during your learning experience, helping you grow socially, and guiding you toward independent thinking and problem solving. Within our programs we will also focus on developing students of good character. As we guide you in making good choices and decisions, we also encourage you to be your “best-self” and to make positive contributions to the groups and organizations which you are a part of. And finally, we will work toward developing a culture where a sense of personal pride will be cultivated within our students and our staff.

I sincerely hope your experience at Nichols Career Center exceeds your expectations and I encourage you to share any ideas or suggestions that you may have for improving our school during your time with us. Together we can achieve great things this year at NCC!

Sincerely,

A handwritten signature in black ink, appearing to read 'Cody Bashore', written in a cursive style.

Cody Bashore  
Director, Nichols Career Center

## **NICHOLS CAREER CENTER MISSION**

The Staff of Nichols Career Center believe that student learning is our highest priority. All students can learn, and it is our responsibility to provide a safe and conducive atmosphere and to improve the opportunity for all students to master the technical skills that will meet the goals of each student.

We are preparing students for a technological future in a diverse society. Nichols Career Center will assist each student in achieving individual growth through academics and partnerships among students, parents, teachers, and industry. We will guide students to assume the responsibility to attain their maximum potential as life-long learners and employees.

## **PHILOSOPHY**

Nichols Career Center is an area career and technical school committed to serving the needs of secondary students in the mid-Missouri area. Instructional programs strive to provide the opportunity to develop salable skills, attitude and knowledge which enable the student to obtain a job, continue his/her career and technical education and/or advance in a chosen career. The school responds to the identified needs of the community by providing quality educational programs that are accessible to those who can benefit from them.

Career and technical education is an integral part of the total educational program. Knowing that a comprehensive education is necessary in today's changing world and recognizing that career and technical education has both cultural and utilitarian value, career and technical programs are designed to supplement the general education program and build on the foundation that is provided.

The educational programs and services include, but are not limited to, the following:

- providing quality programs and services to meet the needs of secondary students as well as the demands of business and industry;
- providing programs, services and activities which assure equal access;
- integrating the academic basics into the curriculum;
- providing a competency-based curriculum;
- providing programs and services for disadvantaged and disabled students; and,
- providing services, including individual counseling, career planning, pre-employment skills, job placement, and testing.

## **STATEMENTS OF SUCCESS**

*As a Student of Nichols Career Center:*

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.
- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments.
- I will value time, come to classes on time, and be attentive and participate.
- I will set positive, specific, and measurable goals and I will visualize myself in possession of them.
- I will be an active learner, ask questions, and seek guidance as often as needed and within the capacity of the faculty/staff member.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

*Each Student Has The Right To:*

- Have the opportunity for a free education in the most appropriate learning environment.
- Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- Be secure in his/her person, papers and effects against unreasonable searches and seizures and privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is breaking state law or policy.
- Expect the school will be a safe place with no fear of bodily harm.
- Expect an appropriate environment conducive to learning and free of sexual harassment.
- Not to be discriminated against on the basis of sex, race, color, creed, religion, national origin or disability.
- Expect to be fully informed of school rules and regulations.

- Expect due process in accordance with policies and procedures of the Board of Education. Appeals should be directed to the building principal.
- Students who have a grievance against the Jefferson City School District may find the provisions for filing such grievances in the policies of the Board of Education. See Student Process Rights, file JFA of the Board of Education Manual. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law, or in school district policies, rules and regulations.

**Each Student Has the Responsibility To:**

- Know and adhere to reasonable rules and regulations established by the Jefferson City Board of Education and implemented by school faculty and staff.
- Respect the human dignity and worth of every other individual.
- Refrain from libel, slanderous, racial or sexually harassing remarks and obscenity in verbal and written expression.
- Study diligently and maintain the highest possible level of academic achievement.
- Be punctual and present in the training program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- Expect due process in accordance with policies and procedures of the Board of Education. Appeals should be directed to the building principal.
- Carry only those materials which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker.
- Act with integrity in regard to academic performance. This includes not cheating on tests, doing one's own homework, and, in general, doing all work and/or assignments to the best of the student's own individual ability.

**Handbook Summarizes District Policies**

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and procedure/regulation documents for specific information at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=117>. In the event of a conflict between this handbook and a Board policy or procedure/regulation, the Board policy or procedure/regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

Please contact your student's building administrator if you have any questions regarding this handbook.

**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 and 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. Paper copies are available at Nichols Career Center's Main Office.

**ACCREDITATION**

Nichols Career Center is accredited by the Missouri State Board of Education.

**SENDING SCHOOL DIRECTORY**

Students are given Career Education opportunities provided by the Nichols Career Center from the following partnering high schools.

Blair OaksR-II High School 6124 Falcon Lane Jefferson City, Missouri 65101 573-635-8514	Jefferson City High School 609 Union Street Jefferson City, Missouri 65101 573-659-3050
Moniteau County R-I California High School 1501 West Buchanan California, Missouri 65018 573-796-4911	New Bloomfield R-III High School 307 Redwood Drive New Bloomfield, Missouri 65063 573-491-3315

Calvary Lutheran High School 2525 Route B Jefferson City, Missouri 65101 573-638-0228	Cole County R-I Russellville High School 13600 Route C Russellville, Missouri 65074 573-782-3313
Osage County R-III Fatima High School P. O. Box 37, 143 East Main Westphalia, Missouri 65085 573-455-2375	South Callaway R-III High School 10135 State Road C Mokane, Missouri 65059 573-676-5211
Helias High School 1305 Swifts Highway Jefferson City, Missouri 573-636-6139	Southern Boone High School 14520 Crump Lane Ashland, MO 65010 573-657-2144
Jamestown C-I Jamestown High School 222 School Street Jamestown, Missouri 65046 660-849-2141	Capitol City High School 1650 Cavalier Dr. Jefferson City, MO 65101 573-659-3286
Jefferson City Academic Center 501 Madison St. Jefferson City, MO 65101 573-659-2510	

#### **DIRECTORY INFORMATION**

**Mr. Bashore, Director**

cody.bashore@jcschools.us  
573-659-3049

**Mr. Jobe, Assistant Director**

brian.jobe@jcschools.us  
573-659-3103

**Mrs. Hinton, CTE Student Services Coordinator**

kara.hinton@jcschools.us  
573-659-3113

**Dr. Buschman, Career & Technical Resource Educator**

stacy.buschman@jcschools.us  
573-659-3105

**Mrs. Grothoff, Administrative Secretary/Business Services**

charlotte.grothoff@jcschools.us  
573659-3082

**Mrs. Lane, Administrative Secretary to Director and Assistant Director**

kelly.lane@jcschools.us  
573-659-3100

#### **NICHOLS CAREER CENTER FACULTY**

Cody Bashore, Director  
Brian Jobe, Assistant Director  
Stacy Buschman, CTE Resource Educator  
Phil Wideman, Auto Collision Technology  
Lily Grant, Agricultural Education  
Jim Farthing, Computer Technology  
Courtney Pfahl, Health Sciences  
Shreyvon Finney, Automotive Technology  
David Robuck, Embedded Math Coord.  
Brian Hill, Embedded Communication  
Arts Coordinator  
Rachel Longan, Agricultural Education

Amber Moore, Culinary Arts  
Kara Hinton, CTE Student Services Coordinator  
Dawn Sees, Graphic Design  
Jamie Meyer, Heating, Air Conditioning & Refrigeration  
Kenny Thomas, Welding  
Emili Sabourin, Social Media and Content Development  
Brandon Kempker, Building Trades  
Tim Backes, Mechatronics  
Jennifer Eldringhoff, Early Childhood Professions  
Cara Edlen, Cosmetology  
Lora Moore, LPN/Heath Room

## STUDENT SERVICES

As educators, we have a special interest in promoting the good health and well-being of all students. NCC provides training for occupations and leadership development for students. In an effort to meet the many needs of NCC students, the following student services are provided:

### **CTE Student Services Coordinator, Mrs. Hinton**

Guidance personnel work with participating high schools and their students to provide a smooth transition into career and technical classes. Guidance is available to assist students in the career planning process. Assistance includes choosing careers and making decisions concerning work and additional training.

Career placement involves the preparation of students for entering the job market or continuing their education upon graduation. After determining a student's career pathway, the counselor will work with each student to seek internships, locate employment, and enroll in dual credit/articulation opportunities. Additional resources are maintained under the "Counseling" section of the NCC website..

### **CTE Resource Educator, Dr. Buschman**

The Resource Educator provides individualized support for students with disabilities and disadvantaged students to assist them in being successful while attending the Career Center. Working closely with the career education instructors, the Resource Educator ensures that all accommodations outlined in the Individual Education Plan (IEP) or 504 Plan for each student are successfully implemented. The Resource Educator works closely with the guidance and special education staff of each sending high school to provide all necessary support services to special student populations. A communication network is developed with technical instructors, special education instructors, students and parents. The Resource Educator will participate in the IEP/504 process related to career and technical course work.

### **Math Integration; Embedded Credit, Mr. Robuck**

The Math Readiness Coordinator will act as a basic skills instructor. Mr. Robuck will work closely with instructors to provide leadership and support in the design and implementation of embedded math into their respective programs. Lessons will be designed to connect math concepts to the career and tech content. Students will have the opportunity to earn one half unit of elective math credit for each year of their trade and industrial program. All students in the following programs will participate in the math integration program and therefore will be taking the embedded math course along with their trade and industrial course: Building Trades I and II, Welding I and II, HVAC I and II, Auto Collision I and II, Auto Technology I and II.

### **Communication Arts/Tech Integration, Mr. Hill**

Communication Arts Coordinator Mrs. Imhoff, will act as a basic skills instructor and work closely with instructors to provide leadership and support in the design and implementation of Technology/Communication Arts into their respective programs. Lessons will be designed to connect Communication Arts concepts to career and tech content.

## SECTION II - ATTENDANCE

### ATTENDANCE

### BOARD POLICY: JC, 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 Nichols Career Center office by 9:00 a.m. on the day of the absence.** 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. 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/dissmissed. 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.

Regular attendance is a good habit and is a predictor of future success. Absence from a class can never be completely made up because the student will have missed class discussion, teacher presentation and his/her own opportunity to participate. There is a close relationship between excellent attendance habits and classroom success. Beyond the classroom, you will find employers who are seeking to hire students with a history of excellent attendance. Regular and punctual patterns of attendance will be expected of each student enrolled at Nichols Career Center. **Note:** Students who do not maintain a 90% attendance rate or higher may be prohibited from returning to a program. This includes days that are assigned as ISS/OSS by sending schools. *Students/parents are asked to follow the petition for enrollment process in order for consideration of enrollment due to extenuating circumstances if denied enrollment due to academic, behavior, attendance and/or rubric admission or readmission.*

### **REPORTING AN ABSENCE**

Parents/guardians should notify both their home school and Nichols Career Center when an absence occurs. The reporting procedure is:

- Contact home school attendance office
- Contact the Nichols Career Center attendance office at **573-659-3100**
- Leave a detailed message including the student's name, grade and a call back number if no one is available to take your call.
- Fax (659-3154), email [kelly.lane@jcschools.us](mailto:kelly.lane@jcschools.us) or provide medical or court documents for excusing an absence.
- Contact your student's principal by phone or email if an absence will be for 3 or more days in a row.

**573-659-3049**

**[cody.bashore@jcschools.us](mailto:cody.bashore@jcschools.us)**

The NCC office opens at 7:15 a.m. and calls should be made as early in the day as possible. Individual instructors may also require a contact as well. When available, please provide documentation of the absence. This would include doctor and dentist appointments, college visits, court appearances etc.

If a student is going to be out of school for a period of three or more days for hospitalization or doctor's request, the attendance office should be notified immediately and a doctor's statement provided.

### **CLASSIFICATION OF ABSENCES**

Absences will be designated as Documented Excused, Not Documented Excused, or Unexcused. Documented Excused absences include:

- Authorized school activities
- Illness or appointment verified in writing by a medical professional.
- Court appearances verified in writing by the court.
- Funerals (immediate family)
- Pre-scheduled College and Tech School Visits
- Cases specifically approved by administration

Parent notification of an absence is considered **Not** Documented Excused. Excessive Not Documented Excused and Unexcused absences will result in a loss of make-up privileges. See process and procedures for homework and make-up work.

### **HOMEWORK AND MAKE-UP WORK PROCESS AND PROCEDURES**

Students who are absent will be expected to complete all work, including, but not limited to exams, assignments, papers, projects, quizzes, etc. All instructors will set procedures for students to follow in the event of an absence. It is the responsibility of the student to follow through with the procedure set out by the teacher. The make-up assignments, written and/or lab, will be determined by the instructor. Students are to coordinate make-up work and due dates with their instructor upon returning to school. Students are expected to adhere to the agreed upon due date for missing or late work. Late or missing work may result in a reduction of the grade if the student does not adhere to the agreed upon due dates.

Note: Students who do not maintain a 90% attendance rate or higher may be prohibited from returning to a program.

- Credit for make-up work will be given for all Documented Excused absences.

- Credit for make-up work will be allowed for up to four (4) absences during a nine (9)-week term for Not Documented Excused and Unexcused absences. However, if a student is truant or on active suspension, they will not receive any credit for make-up work regardless of the number of days they have been absent.
- Credit for make-up work will not be given for Not Documented Excused and Unexcused absences five (5) and above within a nine (9)-week term.
  - Summative assessments and cumulative projects are eligible for make-up regardless of the number of absences. Students are still responsible for coordinating summative assessments and cumulative projects with their teacher.

*\*\* When working with students with 504's or IEP's, faculty will refer to the student's plan.*

### **ACTIVITY PARTICIPATION**

Students must be in school the entire day prior to an event and the entire day of an event to be eligible to participate in any student activities. This includes SkillsUSA events, competitions, and field trips. If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate in the activity in question (see Notification Procedures below to follow in the event a student must be absent the day before or the day of an activity). Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. (See ACTIVITIES section for details.)

### **Notification Procedures if a student must miss a day of school before an event OR if they must miss part of the day on the day of the event:**

- A student or parent may make arrangements for an absence prior to the absence by calling or e-mailing Nichols Career Center administration.
- It is at the Director's discretion as to whether an absence will be approved for eligibility purposes.
- Notifications on the day of an absence may not be approved.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

NCC has a closed campus. If it is necessary for a non-JC student to leave school during school hours, the parent/guardian must notify the home school attendance office and the Nichols Career Center office (573) 659-3100. Parents are required to come into the building to check out their student/s. Please be prepared to show I.D.

**NOTE: JCHS and CCHS students follow the procedure in the JCHS and CCHS student handbook located at <https://www.jcschools.us/Page/16047>. Failure to follow the appropriate procedure will result in disciplinary action.**

### **TARDY POLICY**

Students are expected to be in class on time in order to increase learning time and decrease class disruptions. Consideration is given to students whose home school bus is running late. However, bussed students must report directly to class if arriving after class start time. When students are tardy at the beginning of class, they are to report to the NCC office for a late pass which must be presented to the teacher when reporting to class. The tardy will be recorded by the office. This does not include students who are late because their bus is late. Teachers will have a set procedure in place for students who come with a tardy pass that will provide the least disruption possible for the classroom environment. If a student drives without pre-approval, an automatic **tardy** will be issued.

Consequences for unexcused tardies are as follows. The process of consequences begins again each term.

#### **Tardy 1**

Tardy logged, warning given, pass to class

#### **Tardy 2-3**

Tardy logged, principal or designee will make parent and sending school contact, warning given, pass to class

#### **Tardy 4**

Tardy logged, discipline referral, principal or designee will make parent contact and sending school contact, 1 day of ISS is assigned. The ISS will be served through the sending school.

#### **Tardy 5**

Tardy logged, discipline referral, principal or designee will make parent contact and sending school contact, 1 day of ISS is assigned. The ISS will be served through the sending school.

#### **Tardy 6 or more**

Tardy logged, principal will set up a meeting with parent and sending school, referred directly to the building principal or designee for further disciplinary action.



Chronic tardiness to Nichols Career Center programs may result in dismissal from the program at term. Tardies from breaktime are to be dealt with by the instructor and does NOT count as one on the Tardy Policy detailed above. If administrative support is needed for these, the Principal or his designee will assist and appropriate consequences will be given. Teachers can revoke break privileges to compensate for lost time.

## SECTION III - ACADEMICS

### **ADD OR DROP A PROGRAM**

Sending high schools will have 2 weeks from the start date of the Fall semester to drop or add a student. Students added to the sending school roster must meet the same minimum qualifications as students accepted in the Spring. Students are enrolled for the entire academic year, although students may be dropped from the career education and academic program at any time. Students may be dropped from the Nichols Career Center program for lack of progress, excessive absenteeism, failing grades or disciplinary reasons. Any changes to the original roster of students will be clearly communicated with the sending school officials.

### **ACADEMIC INTEGRITY**

Whenever a student is observed cheating, the teacher shall collect the student's work, document the incident on a discipline referral, call the student's parent, and conference with administration to determine a plan of action..

### **ACADEMIC PROGRESS**

Satisfactory academic progress is expected of all students. Problems in the area of academic progress will not usually be considered a disciplinary issue. A student experiencing problems in this area will be referred to his/her assigned counselor and the parent(s)/guardian(s) of the student will be contacted. After parent/counselor/ administrative contact, any student who has a grade of D- (62%) or lower at the end of any term will be put on an academic contract and dropped from a program if they do not meet the agreed upon terms therein. *Students/parents are asked to follow the petition for enrollment process in order for consideration of enrollment due to extenuating circumstances if denied enrollment due to academic, behavior, and/or rubric admission or readmission.*

### ***CONTRACTS and Tiered Level Support (academic, behavior, attendance, safety, etc)***

Nichols Career Center adheres to a 3 level multi-tiered support system. This system includes staff and student accountability. Students may be asked to adhere to contracts that outline expectations in any of the above mentioned areas in order to help facilitate improvement. If the expectation of contract is not upheld, it is possible for students to lose the privilege of Nichols Enrollment.

### ***ARTICULATION CREDIT***

Free articulated college credit is available for students who complete selected NCC programs and meet specific grade requirements. NCC has agreements with State Fair Community College, State Tech, and Ozark Technical College. The NCC CTE Student Services Coordinator can provide additional information for eligibility.

### **INDUSTRY RECOGNIZED CREDENTIALS (IRC'S)**

The goal of Nichols Career Center is for every student to leave with an Industry Recognized Credential (IRC) where available. In order for students to earn an IRC, they must meet certain criteria and pass the required industrial examination.

### **DUAL CREDIT**

Dual credit is available to students of select NCC programs. There is typically a per credit hour tuition fee and students must meet certain eligibility requirements. Dual Credit is offered through State Fair Community College, State Tech, East Central College and Stephens College. The NCC CTE Student Services Coordinator can provide additional information for eligibility.

### **COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY**

Students will be expected to be in attendance and complete all comprehensive final examinations and/or projects, if required. Comprehensive finals will be no less than 10% and no more than 15% of the student's final grade. Students wishing to take comprehensive finals early must have prior approval from administration.

**TECHNICAL SKILLS ATTAINMENT EXAMS**

Students who complete a Career & Technical Education program of study have an opportunity to be assessed on their skills attainment. Students will be given the opportunity to take this exam when they complete the required curriculum, which is typically during the final term of their program.

**GRADE REPORTING****BOARD POLICY: IKA**

Grade reports will be sent to students and parent(s)/guardian(s) of secondary students at the end of each nine week period. The following grading scale is used:

GRADE	GPA		PERCENTAGE	COMMENT
A	11.00	4.000	100-93	Excellent Work
A-	10.00	3.667	92-90	Excellent Work
B+	9.00	3.333	89-87	Superior Work
B	8.00	3.000	86-83	Superior Work
B-	7.00	2.667	82-80	Superior Work
C+	6.00	2.333	79-77	Average Work
C	5.00	2.000	76-73	Average Work
C-	4.00	1.667	72-70	Average Work
D+	3.00	1.333	69-67	Inferior Work
D	2.00	1.000	66-63	Inferior Work
D-	1.00	0.667	62-60	Inferior Work
F	No Credit	No Credit	59 & Below	Failure
*WF	No Credit	No Credit	N/A	N/A

IN — Incomplete work, no credit will be given until requirements are completed, which should occur within two weeks. Incomplete automatically becomes an “F” at the end of a semester, unless arrangements are made with the office.

W — Withdrawn, passing work being done in a course dropped either by withdrawal from school or by permission of the director.

\*WF — Withdrawn Failing, failing work being done at the time of withdrawal or course is dropped after the deadline for schedule changes (4 days after classes begin). Please refer to your home schools' withdrawn failing policies.

on the main page of its website.

**INFINITE CAMPUS/GRADE TRACKING**

Nichols Career Center maintains student grades through the web-based student information management system, Infinite Campus. Parents/Guardians and students may track academic progress by accessing Infinite Campus through the

Parent Portal. Information to access the Parent Portal can be found on the district website at <http://jcschools.schoolwires.net//site/Default.aspx?PageID=184>

### **PROGRAM AWARDS**

Selection for the outstanding secondary student in individual programs should follow this criteria:

- Maintain honor roll status.
- Maintain excellent attendance (95% or higher).
- Must pass the Technical Skills Attainment (TSA) Exam if provided as part of the program.
- Exhibit scholarship, citizenship, leadership, skill, honesty, service and responsibility.

### **SEAL OF EXCELLENCE / GRADUATION CORDS**

Students who demonstrate achievement of standards of excellence may receive a “Seal of Excellence Award.” The student will be eligible for a “Seal of Excellence Award” upon verification by the Seal of Excellence Committee that all standards of excellence have been completed and recommendation by the career and technical program instructor(s) that a “Seal of Excellence” be awarded.

Qualifications for the Career and Technical Education Seal of Excellence are:

- Students must complete their respective career and technical program of study and be enrolled in the final term of their program. Eligibility is not limited to one program nor contingent upon other programs.
- Students must maintain excellent attendance (at least 95%).
- Students must maintain a minimum career and technical program grade of 3.66 (A- average).
- Students must pass their respective Technical Skills Attainment (TSA) Exam if provided as part of their program.
- Students must exhibit outstanding work habits in classroom, work experience, and/or shop activities. This includes citizenship, leadership, technical knowledge, safety procedures and a cooperative attitude with instructors, co workers, and/or fellow students.
- Students must be an active member of the appropriate student organization (FFA, Skills USA).

### **TEXTBOOKS**

Textbooks are issued to secondary students on a loan basis. Textbook numbers are recorded when the books are issued and the student is responsible for the care of the books checked out to him/her. A specific time will be designated at the end of the first semester and end of school, as appropriate, for students to check in textbooks. At school year end, students will be charged for lost or damaged books or property. Students will be charged the replacement cost for books not returned.

## **SECTION IV - ACTIVITIES**

### **ACTIVITY PARTICIPATION**

Student organizations are an important aspect of career and technical education. Students are encouraged to actively participate in the career and technical student organization integrated into their respective programs. Rules that govern school conduct also apply to all school sponsored activities regardless of the location of the event. Not adhering to these rules may result in school disciplinary action just as it would in a classroom setting. In order to participate as an officer, competition or activity, a student must be in good standing with their respective NCC program (this includes all Nichols classes). This expectation will be evaluated at each grading period. In addition, students can miss no more than 4 days per 9-week grading period in order to stay in good standing. Students will be allowed an appeals process under special circumstances. Any student violating the code of conduct at any activity, including conferences and competitions, will be removed from office (if they have officer status) and will not be allowed to participate in any future activities, conferences, and contests.

Students must be in school the entire day prior to an event and the entire day of an event to be eligible to participate in any student activities. This includes SkillsUSA events, competitions, and field trips. If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate in the activity in question (see Notification Procedures below to follow in the event a student must be absent the day before or the day of an activity). Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. (See ACTIVITIES section for details.)

Field trips are sometimes planned as part of the instructional day while at Nichols Career Center. If the trip would affect a student's schedule beyond their Nichols Career Center time, a specific permission slip will be sent home. However, if the

trip is within the confines of their time at Nichols, parent permission is obtained by signing the appropriate form in the back of this handbook.

**Notification Procedures if a student must miss a day of school before an event OR if they must miss part of the day on the day of the event:**

- A student or parent may make arrangements for an absence prior to the absence by calling or e-mailing the Principal.
- It is at the Principal's discretion as to whether an absence will be approved for eligibility purposes.
- Notifications on the day of an absence may not be approved.

**CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

Career and technical student organizations are an integral part of this school's program and necessary for completing education as skills training. Organizations contribute to youth development in experiencing life-like situations, and every student is encouraged to actively participate in the student organization identified with his/her career and technical program. Their activities include these: elect morning and afternoon officers, conduct a fundraiser, attend district, state and national leadership and skill conferences and competitions, and conduct community service projects.

FFA: Students enrolled in any of the Agriculture Education courses will be encouraged to participate in this organization.

SkillsUSA: Students from the following programs join this organization: Automotive Technology, Auto Collision Technology, Social Median and Content, Building Trades, Graphic Design, Computer Design, Mechatronics, Culinary Arts, Health Sciences, Heating/ Air Conditioning/Refrigeration, Welding, and Early Childhood Professions.

**CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES**

Students wishing to have the privilege to participate in and/or attend school activities must abide by the following:

1. Students must be considered a credible citizen and in good-standing within the classroom, school and community.
2. Students must be drug, alcohol, and tobacco-free.
3. Students must display good sportsmanship at all times.
4. Students are encouraged to support their activity through regular attendance, active participation and proper conduct.
5. Students shall abide by all rules and guidelines established by club, organization, or team constitution or charter.

Students failing to meet these standards are subject to removal from participation in and/or attendance at school activities. In addition, a student's actions or behaviors may result in school discipline.

**OFFICER CRITERIA**

In order to participate as an officer, competition or activity, a student must be in good standing with their respective NCC program (this includes all Nichols classes). This expectation will be evaluated at each grading period. In addition, students can miss no more than 4 days per 9-week grading period in order to stay in good standing. Students will be allowed an appeals process under special circumstances. Any student violating the code of conduct at any activity, including conferences and competitions, will be removed from office and will not be allowed to participate in any future activities, conferences, and contests.

## **SECTION V - DAILY OPERATIONS**

**ACCIDENT INSURANCE**

Nichols Career Center does not carry accident insurance for students. However, it is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at Nichols Career Center that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: Hand tools, power equipment, machinery, and contagious disease if in a medical setting. MEDICAL AND ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN. Accidental health insurance coverage is recommended.

Please note: The Reliance Standard Life Insurance Company offers a reasonably priced optional student accident insurance plan that can help parents pay for some of the medical expenses due to accidents that may occur during school hours and while away from school, including the weekends and all vacation periods including the summer months. For additional information regarding this one-time cost, go to: [https://kidguardinsurance.com/pages/parent\\_pages/93/optional-voluntary-coverage](https://kidguardinsurance.com/pages/parent_pages/93/optional-voluntary-coverage)

## **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.

## **CRISIS MANAGEMENT**

The Jefferson City School District has developed a crisis management plan to deal with a crisis in, or around, a school building. Although not every crisis can be foreseen, the appropriate management of any crisis is important in a school setting. Each building has adapted this plan for the requirements of our building. It is important that students, parents, teachers, and staff are aware of this plan and what to do in case of a crisis at our school. Parents should be aware that students will learn appropriate responses to crises. Emergency drills will be held and practiced.

## **DRESS CODE**

## **BOARD POLICY: JFCA**

Students shall observe modes of dress and standards of personal grooming in conformity with the educational environment 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. What follows is a list of acceptable items of dress in regards to general rules and expectations:

- Slacks (jeans, capris, and other pants)
- Pants must be of appropriate fitness, neither too tight nor too loose; must not show excessive skin due to holes
- No sagging pants
- Dresses and skirts
- Conservative neckline (No strapless, tube tops, halter tops, or spaghetti straps)
- Must be an appropriate length so as not to reveal excessive or inappropriate areas of the skin. Please be mindful that as you bend, reach, wear a backpack or otherwise move about the school building, the length of the clothing must not shift to reveal excessive or inappropriate areas of skin
- Shorts (must be as long as the middle finger of your hand, front to back, with arms at side).
- Skirts (must be as long as the middle finger of your hand, front to back, with arms at side).
- Tops/Shirts must have a conservative neckline.
- All shirts and sweatshirts long and oversized must be tucked in.
- Please note that hats, caps, head coverings, bandanas, headbands, and hoods are NOT included on this list as they are not allowed during the school day.

**Note: The instructor for each career education program will determine appropriate or required dress codes for their program and shop/lab areas. Students will be informed of these dress requirements at the beginning of the school year. Students who are not dressed appropriately per teacher requirements will not be allowed to work in the shop/lab areas. This is a matter of safety as well as training for industry standards. Students who do not adhere to these requirements are subject to disciplinary action if the situation is not resolved and may be subjected to removal from their respective program.**

## **Driving**

There is an expectation that students attending Nichols will be bussed by their sending school unless the student's school of origin is JCHS or the Nichols Administration and sending school administration deems a necessity of other arrangements. *Please see student transportation on page 32 for more information.*

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

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

If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during class periods and stored in their backpacks or assigned lockers. Cell phone usage is only permitted during passing times and the lunch periods. These privileges may be revoked by administration when deemed necessary. Headphones or earbuds will need to be stored securely and should not be worn during class time unless the teacher has approved an activity that requires listening on chrome books or school provided media.

**JG-R1**

**Technology Misconduct (see Board policy EHB and regulation EHB-R)**

Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

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.

Students bringing personal electronic devices to school do so at their own risk and are responsible to secure the item from theft or loss. A student using these items without permission is subject to discipline consequences. Refer to the Prohibited Conduct; Technology Misconduct; 'a' in Section VI of this planner for consequence details.

**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.

**EMERGENCY PROCEDURES-NICHOLS CAREER CENTER**

Emergency preparedness drills will be developed by the superintendent or designee in cooperation with the building principal. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students.

Emergency exiting procedures will be posted near the door in each instructional area and students will be briefed on all procedures.

Instructions for each of the following emergencies have been posted in each classroom to direct students, visitors, faculty and staff safely through the crises.

**FIRE:**

1. Calmly and quietly exit classrooms under the direction of the teacher.
2. Close and lock classroom doors.

3. Proceed to the designated stairwell and/or exit.
4. Exit the building and proceed to the designated meeting point a safe distance from the building.
5. Take attendance and display appropriate indicator card.
6. Remain at the meeting point until the "All Clear" is sounded.

The fire alarm is a continuous series of short blasts of the horns. When the alarm is sounded, each teacher will direct students to the assigned exit and accompany them as they leave the building. Running or talking is not permitted! Students are directed to move a safe distance from the building. Those classes that exit first need to keep moving away from the exits so that following classes may readily exit the buildings.

**TORNADO DRILL GENERAL PROCEDURES:**

1. Move quickly and quietly to the assigned safe area.
2. Close and lock classroom doors.
3. Assume duck and cover position upon arrival to the assigned area.
4. Take attendance and display appropriate indicator card.
5. Remain in position until the "All Clear" is sounded. Please see the JCPS Crisis Management Plan for specific classroom instructions.

**EARTHQUAKE DRILL PROCEDURES:**

***If inside:***

1. Calmly and quietly seek shelter under desks, tables, or benches. If possible, cover your head with a coat or other clothing to protect from falling objects.
2. If no shelter is available, get inside a doorway or crouch against an interior wall away from windows and glass.
3. Open doors.
4. Take attendance and display appropriate indicator card.
5. Stay put until given further instructions by administration or emergency personnel.

***If outside:***

1. Move quickly and calmly away from the building and overhead power lines.
2. Lie flat, face down and cover your head.
3. Take attendance and display appropriate indicator card.
4. Stay put until given further instructions by administration or emergency personnel.

**LOCKDOWN**

1. Lock and deadbolt classroom doors.
2. Cover interior windows.
3. Turn off lights and all audiovisual equipment.
4. Move to a position out of sight of the hallway and exterior of the building.
5. Take attendance
6. Remain in position until the "All Clear" is sounded or evacuated by an administrator or emergency personnel.

**FOOD AND BEVERAGES IN THE BUILDING**

Students are not to store perishable items in their lockers.

**LOITERING**

Students are not to loiter on school property or on the streets and residential areas which are adjacent to the school. This restriction includes school hours as well as the time students are arriving and departing from school or from school sponsored activities. Bus students are to remain in the bus loading area after class and are to remain on school grounds upon arrival each day.

**LUNCH TIME (JCHS, CCHS, and JCAC Students ONLY)**

Secondary students are not permitted to leave the school grounds or be in off-limits areas during lunchtime, which include Nichols Career Center. This will be considered truancy. Students must stay out of halls where classes are in session and are not allowed to visit the Nichols Career Center vending area during this time.

**MEDICAL/ACCIDENT/EMERGENCY TREATMENT**

Students must report all injuries or illnesses immediately to their instructor. Then, as deemed necessary, students are referred to the school nurse. A school nurse is located in close proximity to classes that have a shop area. All visits to the school nurse that constitute an accident report will be referred to the Director.

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, for the student's health and well-being, an ambulance will be summoned. Every attempt will be made to notify the parent/guardian or emergency contact given on the student application. The parent/guardian will be legally responsible for the cost of any medical service or care provided beyond the school nurse.

#### **ARRIVAL EXPECTATIONS**

Non-JCSD students must enter the NCC building at Door #20 and report directly to their program. Non-JC students are not allowed on the 3rd floor of NCC or in Jefferson City High School at any time without the approval of an NCC administrator. Not adhering to these rules may result in disciplinary action. Culinary Arts and Health Science students are the exception because their classrooms are located on the 3rd floor.

#### **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.

#### **REQUIRED COSTS**

Once accepted, the student's tuition will be paid for by their sending school district. Any uniform or individual tool costs will be the responsibility of the student. All costs differ by program and are dictated by curriculum requirements.

#### **CANCELLATION OF SCHOOL**

**BOARD POLICY: IC**

When Jefferson City School District cancels classes because of inclement weather, Nichols Career Center will also not be in session.

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.

#### **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.

##### **Early Dismissal:**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.



2. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to verifying custody orders, contacting the other parent or contacting appropriate authorities.
3. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
5. Any person requesting release of a student must present proper identification or be positively identified as the student's parent or guardian.

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

### GENERAL HEALTH INFORMATION

### BOARD POLICY: EBB, JHC

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.).

### 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 effect or change.*

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

#### **DISPENSING OF MEDICINE**

The nurse's office does not dispense aspirin, ibuprofen, or Tylenol unless given written permission by their parent or legal guardian. Students taking prescribed medication should report the use of this medicine to the school nurse. Students may not dispense (give) medicine to other students. Students who dispense (give) medicine to other students are subject to disciplinary action. No medication shall be stored in lockers.

#### **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 ILLNESS**

Any student who becomes ill during the school day should request a pass from his/her teacher and report to the nurse's office in Room 453. The school's nurse will telephone the parent/guardian if the illness or injury warrants that the student be dismissed from school. Students sent home ill with elevated temperatures, vomiting or diarrhea are asked to be kept at home until they are symptom-free for twenty-four hours.

Students will not be allowed to use the nurse's office as a place to take a nap. The school nurse will assess the student and determine, along with parents, if the student should return to class or go home.

#### **WEB ADDRESS**

The administration and faculty of NCC work to maintain the building website to provide information for parents/guardians, students, and patrons of the school. A wide variety of information can be located at the website including teacher pages providing contact information, classroom calendars, and course documents. The website can be located at [www.nicholscareercenter.org](http://www.nicholscareercenter.org).

## **SECTION VI - DISTRICT NOTICES AND POLICIES**

#### **CAMPUS SECURITY**

NCC will take all security measures necessary to ensure the safety of all students and staff. All emergencies and possible criminal activities will be reported to the appropriate authorities. Students and faculty will take the following appropriate action:

- Notify your instructor of the situation you observed or witnessed.
- Immediately notify the NCC Director or Assistant Director if the instructor is not readily available.
- Written account will be made by the person reporting the event. Forms are available in the NCC office.
- Police will be notified in regards to any criminal activity that has taken place in or around NCC.
- In an emergency, 911 should be called when the instructor or administrators are not available. The non-emergency police number is 634-6400 to report possible criminal action.

Emergency calls will be placed by the NCC office personnel during regular office hours.

### **ALCOHOL/DRUG ABUSE**

Due to the nature of the career and technical education programs, and safety requirements, students suspected of the use of alcohol/drugs will be disciplined if found in non-compliance. Nichols Career Center expects students to adhere to the Alcohol/Drug policy of their home school as well as Nichols Career Center. Sending school principals will be notified immediately if students are suspected of such violations. In cases where a student is found to be under the influence or in possession of drugs or alcohol, a contract will be written in order for the student to continue with their program. This contract includes random drug screens which are coordinated with the Jefferson City High School athletic/activities office or conducted at the expense of the student and/or parents. Because safety is of the utmost importance, disciplinary actions may include that a student be terminated from a Nichols Career Center program at any time in order to protect the welfare of all students and staff.

### **JCPS**

The Jefferson City School District is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district sponsored or district-approved activity, event or function, such as a field trip, CTSO or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202© of the Controlled Substance Act, 21 U.S.C. §812©.

### **BOARD POLICY: JFCH**

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to, and including, suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate law enforcement agency and the superintendent or designee. All controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

### **HAZING AND BULLYING**

#### **PROHIBITION AGAINST BULLYING AND HAZING**

#### **BOARD POLICY: JFCE, 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 try out 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.

#### **INTERNET POLICY**

All students using district computers will be required to sign a usage policy and comply with the rules therein. The Jefferson City School District requires that students who use the Internet connection do so for research, with an objective/outcome as approved by the teaching staff for a class research assignment or project. All students' use of the Internet should be done with the direct knowledge and supervision of the classroom instructor. Students not complying with this policy will be subject to disciplinary action.

#### **DISCIPLINE GUIDELINES**

Upon enrolling in the Nichols Career Center, each student assumes an obligation to conduct himself/herself in a manner compatible with NCC's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, NCC must, in the interest of fulfilling its function, institute appropriate disciplinary action. School discipline will be enforced by the Administration of Nichols Career Center in consultation with the student's instructor and the sending school principal.

#### **BOARD POLICY JG**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written

code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

#### **APPLICATION**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct and speech that substantially and materially disrupt the educational climate will also be subject to these policies, regulations and procedures.

Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law. No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

#### **ENFORCEMENT**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

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

#### **Student Code of Conduct**

##### **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.

#### **For Prohibited Conduct Policies, refer to [Board Policy JG - R1](#).**

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.

#### **SUSPENSION**

Students who lose school attendance privileges are not permitted to be on school property during the suspension period or attend extracurricular activities. Violation of these rules will warrant additional days of suspension. Only school days in session count as days of suspension.

#### **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.

**NOTE: To review the complete Jefferson City School District Board policy, you may go to the JCSD website at [www.jcschools.us](http://www.jcschools.us).**

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

The board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the board of education. Any pupil whose residence is one road mile or more from the school to which he or she is assigned by attendance boundaries or special assignment shall be eligible for district transportation. A pupil may be eligible for transportation to/from the home residence or alternate address if both meet the above qualifications. High school students who live one road mile or more from the school which they attend shall be eligible for district transportation. Mileage is measured by the closest route from the student's home to the school to which the student is assigned. Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law. The superintendent shall ensure that the transportation services of the district meet all state and federal laws as well as other requirements of the board of education. Students may be transported in leased vehicles, private vehicles, common carriers or other contracted transportation as allowed by law and permitted by the Board. All district employees or other persons who drive district-owned or district-leased transportation or who transport students in private vehicles as an agent for the district must meet applicable state and federal laws as well as district policies and procedures. The superintendent will present to the board a plan for student transportation services for the district no later than the end of October of each year for initial approval and no later than the end of June for the final approval of modifications made during the school year. The plan should follow the procedures set by the State Board of Education.

#### **District Transportation Safety**

School officials must provide safe transportation of district students to and from school. Drivers, students and district personnel will follow all laws and district policies and procedures. District vehicles carrying students will be considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. Students with disabilities will be disciplined according to law. Access to all district transportation is limited to authorized riders and staff. All district staff and drivers shall report any instance of trespass to appropriate administrators and law enforcement agencies.

**NOTE:** For further information, see the *School Transportation Administrator's Handbook*.

#### **STUDENT TRANSPORTATION**

All Non-Jefferson City students must arrive and depart by school bus. Only under special circumstances will a student be allowed to drive to and from the Nichols campus. To receive permission to drive to campus the student must obtain and complete a request form at least two (2) days prior to the day the student needs to drive from the Nichols main office. The request must be signed by the student, instructor, parent, sending school principal, and Director of Nichols Career Center. This permit may be temporary or permanent and is accompanied by a parking hang tag. The Director issues all permanent driving permits. If a student drives and or rides to NCC without prior approval, the student may be suspended from



attendance. Students driving without permission will be immediately referred to the Director.

Students who drive to school must park and leave the vehicle upon arrival on school property. Students who loiter in the parking lots will be subject to disciplinary action. Students who drive in an unsafe manner in the vicinity of the school will be subject to action by the school and/or the police department. Students must obtain a parking tag and display the tag when parked on school property.

Students who improperly park, park in staff parking spaces, park in visitor or handicapped parking, park by red or yellow curbed or grassy areas are subject to school discipline, being ticketed by the police department, and/or being towed at the owner's expense. Vehicles parked on school property or properties leased by the school are subject to search by school authorities and law enforcement personnel working with them.

Students who drive should be aware that the following areas are designated "residential parking permit zones." This means that these areas are not available for student parking. Only residents and their visitors with proper permits may park in these zones between 7:00 a.m. and 7:00 p.m. Monday thru Friday:

1. The west side of Lafayette Street from Dunklin Street to Franklin Street.
2. The north side of Franklin Street from Jackson Street to Marshall Street.

*The Jefferson City Police Department will issue tickets if students park in the above areas or in a handicapped zone without proper tags.*

**If a student misses the bus at their home school, students must follow the policy of their home school. Driving to Nichols Career Center is not allowed without prior permission from the home school and Nichols Career Center even in the event that a student misses the bus.**

#### **VISITORS**

We welcome visitors to our building. All visitors are asked to report to Door #20 on the west side of Nichols Career Center facing Jackson St. Visitors must use the door buzzer to speak with someone in the NCC Main Office prior to entry. All visitors must go to the Nichols Career Center office on the 4th floor to sign in and obtain a visitor pass. Students are not authorized to have visitors while at Nichols without the permission of the Nichols Administration. Parent/guardian visitation is encouraged, however arrangements to visit classes should be made with the administration in advance of the visit.

#### **WEAPONS IN SCHOOL**

#### **BOARD POLICY: JFCJ, JGE**

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary discipline consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. §921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. §930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device described in 1 - 4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with Board Policy.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. §921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

## **SECTION VII - STATEMENT OF LEGAL COMPLIANCE**

### **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.

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

It is the principal purpose of the cumulative record to provide information that will enable the faculty to assist the pupil in any way possible in planning the educational program. The pupil's cumulative record may include, but is not limited to, identifying data; family background information; health data; academic work completed; attendance data; level of achievement, including grades, scores on standardized achievement, intelligence, aptitude, and psychological tests; interest inventory results; teacher or counselor ratings and observations; and verified reports of serious behavior patterns.

The Board of Education shall, upon the recommendation of the superintendent, adopt a plan whereby all pertinent student information shall be recorded and adequately safeguarded.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of

necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **DEFINITIONS**

*Eligible Student B:* A student or former student who has reached age 18 or is attending a post-secondary school.

*Parent B:* A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student B:* Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **HEALTH INFORMATION**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **PARENT AND ELIGIBLE STUDENT ACCESS**

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

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

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

### **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.

## **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 disclosed without the prior written consent of the parent or eligible student.

#### **LAW ENFORCEMENT ACCESS**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

#### **LAW ENFORCEMENT UNIT EXCEPTION**

The Board designates the School Resource Officer (SRO) supervisor with the Jefferson City Police Department as a law enforcement unit under the Family Educational Rights and Privacy Act (FERPA). Records created and maintained by the law enforcement unit for a law enforcement purpose may be disclosed to local, state and federal juvenile justice, law enforcement and social services agencies without parental consent or a subpoena.

The district may disclose education records to representatives of the Children's Division when reporting child abuse and neglect in accordance with law. Once the Children's Division obtains custody of a student, Children's Division representatives may also have access to education records in accordance with law. Children's Division representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

#### **MILITARY AND HIGHER EDUCATION ACCESS**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

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

### **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

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

The Jefferson City School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation 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.

Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

Make complaints of illegal discrimination or harassment.

Report illegal discrimination or harassment.

Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal 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. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions. Discrimination, harassment or retaliation against any person because of such a person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. 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 a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

#### **Sexual Harassment Reporting and District Response**

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**

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.

#### **School Nutrition Programs**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

#### **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. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also 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 district property or otherwise restricted while on district property. 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 immediately to the CD.

#### **Definitions**

**Compliance Officer** – The individual responsible for implementing this policy, including the acting compliance officer when 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:**

Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.

Grffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Comments about an individual's body, sexual activity or sexual attractiveness.

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.

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**

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

**Dr. Patricia Tavenner, Director of Human Resources**

**Jefferson City Public Schools**

**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. Heather Beaulieu, Deputy Superintendent; Jefferson City School District**

**315 E. Dunklin**

**Jefferson City, MO 65101**

**Phone: 573-691-6371 / Fax: 573-632-3460**

**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, Assistant Superintendent of Special Services; Jefferson City School District**

**315 E. Dunklin**

**Jefferson City, MO 65101**

**Phone: 573-659-3015 / Fax: 573-632-3460**

**The compliance officer or acting compliance officer will:**

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

Coordinate district compliance with this policy and the law.

Receive all grievances regarding discrimination, harassment and retaliation except as provided in policy ACA.

Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.

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.

Review all evidence brought in disciplinary matters to determine whether additional remedies are appropriate, and recommend which interim measures should be implemented.

Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.

Communicate regularly with the district's law enforcement unit or other law enforcement point of contact for the district to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.

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.

Seek legal advice when necessary to enforce this policy.

Report to the superintendent and the board aggregate information regarding the number and frequency of grievances and compliance with this policy.

Make recommendations regarding changing this policy or the implementation of this policy.

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.

Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.

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 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.

#### **Reports Involving Sexual Harassment**

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.

### **All Other Reports**

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. In general, administrators can immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. However, if sexual harassment is observed or alleged, the administrator must consult the Title IX coordinator to determine policy ACA's applicability to the reported facts or allegations prior to imposing discipline. Administrators will report all incidents as directed in the "Reporting" section of this policy and will direct the parent/guardian and student to the compliance officer for further assistance. In cases not being handled under policy ACA, the compliance officer may determine that the incident has been appropriately addressed or recommend additional action.

### **Investigation**

The district will use the investigation process outlined in this section for any grievance filed under this policy (AC). The district will immediately investigate all grievances submitted under this policy. 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 and/or serve in other roles and capacities under the procedures for grievance processing.

The district does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the district may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the district to meet its legal obligations to address discrimination, harassment and

retaliation that negatively impact the education or work environment. The district will address such behavior only to the extent that the district has the legal authority to do so.

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 prompt and effective corrective action in accordance with law.

#### **Collaboration with Outside Enforcement Agencies**

In the event an outside enforcement agency is investigating the same allegation of discrimination, harassment or retaliation or a similar allegation, the district will make a preliminary inquiry, then follow the outside enforcement agency's investigation and response procedures instead of the formal district grievance process. During the inquiry, if the district determines that a reasonable basis for concluding this policy was violated exists, it will enforce appropriate interim measures while ensuring due process to the alleged perpetrator when required. When requested by law enforcement, the district may reasonably delay its own investigation to permit law enforcement to conduct the criminal investigation process.

#### **Grievance Process Overview**

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.

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. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

To the extent permitted by law, the district will investigate all grievances filed under this policy 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.

The district will share information regarding an individually identifiable student or employee with the person filing the grievance or other persons only as allowed by law and in accordance with board policy.

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:

Dr. Patricia Tavenner, Director of Human Resources  
Jefferson City Public Schools  
315 East Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3013 / Fax: 573-659-3044

#### **Grievance Process**

Level I – A grievance is filed with the district's compliance officer. The compliance officer may conduct the Level I investigation or assign an administrator or other qualified individual to conduct the investigation. If the compliance officer determines that the grievance allegations involve sexual harassment under policy ACA, the report will be routed accordingly.

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.

An investigation will commence no later than five working days after the compliance officer receives the grievance. The investigator 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 investigator will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the investigator will complete a written report that summarizes the investigation and makes determinations as to the facts and whether the facts constitute a violation of this policy based on the appropriate legal standards. If someone other than the compliance officer conducted the investigation, the compliance officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. 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. 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.

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 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.

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 other persons the board deems 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.

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

## **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 district is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

### **Crisis Response Team**

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan. The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

### **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. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. While one employee stays with the student, the other will 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, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the district's concern.
2. If the student has been located, 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, appropriate members of the CRT will meet with the student and the student's 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.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

### **Abuse and Neglect**

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and board policy.

### **Accommodating a Disability**

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

### **School and Community Resources**

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A CRT member will follow up with students who have been identified as being at risk of suicide or who have had a suicide crisis and their parents/guardians to offer additional assistance. The CRT will determine the number and frequency of follow-up visits. If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from the district while in physical attendance.

The district will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the district should use.

Beginning July 1, 2023, identification badges issued to students in grades 7–12 shall include the Suicide and Crisis Lifeline three-digit phone number, 988, on both sides of the badge. Badges purchased prior to this date may be used until the supply is depleted.

### **Response to Incidents Impacting the School**

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

### **Return to School Following a Suicide Attempt**

Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The building administrator will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt. The case manager will:

1. Meet with the student and family prior to the return date;
2. Study the student's records, including the events that precipitated the attempt if available;
3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return;
4. Meet with the student regularly; and
5. Assist the student and family in finding supportive services outside of the school.

### **Staff Education on Suicide Prevention and Response Protocol**

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures and will include:

1. Strategies that can help identify students who are at possible risk of suicide;
2. Strategies and protocols for helping students at possible risk of suicide; and
3. Protocols for responding to a suicide death.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

### **Suicide Prevention Education for Students**

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

### **VIRTUAL COURSES: BOARD POLICY: IGCD**

This policy governs part-time enrollment with a hosted Missouri Course Access and Virtual School Program (MOCAP) provider, full- and part-time enrollment with other MOCAP providers, and enrollment in other virtual course options provided through the district. Students who seek full-time enrollment with a hosted MOCAP provider must enroll pursuant to policy IGCD.

#### **Definitions**

*Full-Time Virtual Course Enrollment* – The instructional equivalent of six credits per regular term.

*Hosted MOCAP Provider* – A public school district, charter school or higher education institution that is registered through the Department of Elementary and Secondary Education (DESE) to provide virtual education through the MOCAP program to Missouri students. A host district may provide the courses directly or contract with a course provider to provide the courses.

*MOCAP Provider* – An entity listed by DESE as part of the virtual course program under § 161.670, RSMo., that provides virtual courses for elementary and/or secondary students.

*Virtual Course* – A single class that is designed to deliver all or most of the curriculum electronically. Students may be separated from their instructor or teacher of record by time, location or both.

#### **General**

The district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Students may also enroll in virtual courses offered through MOCAP providers. This could result in entire course loads that are provided through virtual courses from the district, district-selected and/or MOCAP providers while the student remains enrolled in the district.

Students may also take virtual courses from other sources at their own expense. 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 Enrollment**

A student or parent/guardian must receive district approval before the student may enroll in virtual courses provided by or paid for by the district or through MOCAP.

Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. As required by law, the district allows for continuous enrollment in MOCAP courses throughout the year. The principal or designee will approve or deny requests to enroll in a MOCAP course within the timeframe required by law.

### **Enrollment Decision Review**

The principal or designee will notify the student and the parents/guardians in writing when declining student enrollment in a virtual course and provide an explanation for the decision. The student or parent/guardian may request that the superintendent review the decision, but the superintendent's decision is final.

### **Students with Disabilities**

A student's individualized education program (IEP) team or Section 504 team will make the virtual course enrollment decisions for students with IEPs or Section 504 plans. If enrollment is appropriate, the IEP or Section 504 team will determine the services, aids, supports and accommodations required. Any review of a decision made by an IEP or Section 504 team must go through the process provided under federal law.

### **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 consider the student's performance when making decisions regarding future virtual course enrollments.

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.

### **Eligibility for Extracurricular Activities**

Students enrolled in virtual courses offered through the district or through MOCAP under this policy are considered district students and are eligible to participate in extracurricular activities unless restricted by the Missouri State High School Activities Association.

### **State Assessments**

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

### **Credit**

The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP providers. Credits obtained from other sources will be recognized in accordance with policy JECC.

### **Notice**

District-provided and district-sponsored virtual courses will be advertised in the district's course catalog. The

district will inform students and parents/guardians of MOCAP program availability in parent/guardian handbooks and registration documents and feature the program on the homepage of the district's website, as required by law. The district will provide every student enrolled in the district and parents/guardians with a copy of DESE's MOCAP guidance document at the beginning of the school year or upon enrollment. In addition, the district will provide a readily viewable link to the guidance document on the main page of its website.

### **FULL-TIME MOCAP VIRTUAL COURSES; BOARD POLICY: IGCDA**

This policy applies to students seeking to enroll full-time in the Missouri Course Access and Virtual School Program (MOCAP) with a course provider that is a public school district, charter school or higher education institution (a "hosted MOCAP provider"). See policy IGCD for part-time enrollment with a hosted MOCAP provider, full- or part-time enrollment with other MOCAP providers or enrollment in other virtual course options provided through the District.

#### **Definitions**

District – The Jefferson City School District.

Education Services Plan and Collaborative Agreement (ESP) – A plan for providing educational services to virtual students. The plan may require the resident school district to provide the student with support services or access to school facilities.

Full-Time MOCAP Student – A student who is enrolled in a MOCAP program for the instructional equivalent of six credits per regular term.

Hosted MOCAP Provider – A public school district, charter school or higher education institution that is registered through the Department of Elementary and Secondary Education (DESE) to provide virtual education through the MOCAP program to Missouri students. A host district may provide the courses directly or contract with a course provider to provide the courses.

Missouri Course Access and Virtual School Program (MOCAP) Course – A virtual course that is offered by a course provider listed by DESE as part of the virtual course program under § 161.670, RSMo.

#### **Hosted MOCAP Providers**

Resident students who seek to enroll with a hosted MOCAP provider on a full-time basis without paying tuition must first enroll with the District. Students who are accepted by the hosted MOCAP provider will have their enrollment transferred to the host district, and the student will be considered a student of the host district for all purposes. The District will collaborate in good faith with the virtual program and the host district to determine whether it is in the best educational interest of the student to enroll full-time in a MOCAP program and will cooperate to create an education services plan and collaborative agreement for a resident student. The superintendent or designee will provide relevant information and input on the student's enrollment. The collaborative team will consider all relevant factors, including available opportunities for in-person instruction.

Students who are denied enrollment may utilize the state process for reviewing the decision.

#### **Students with Disabilities**

A student's individualized education program (IEP) or Section 504 team will make the initial decision on whether the student with an IEP or Section 504 plan is approved to enroll full-time in virtual courses, including MOCAP courses. Any appeal of a decision made by an IEP or Section 504 team must follow the process provided under federal law.

#### **Education Services Plan and Collaborative Agreement**

Once enrollment is approved, the District will work with the host district and MOCAP course provider to create an education services plan and collaborative agreement for support of the student. For special education students, the student's IEP governs the plan. If the plan requires the District to provide the student with services or access to District facilities, the District will seek reimbursement by the host district as allowed by law.

#### **Eligibility for Extracurricular Activities**

Resident students enrolled full-time with a hosted MOCAP provider are considered students of the host district. The District will allow these students to participate in District extracurricular activities if the District allows other unenrolled students, such as homeschooled or private school students, to participate in the activity. Otherwise, participation will be allowed only as required by law.

#### **Notice**



The District will inform students and parents/guardians of the availability of the MOCAP program in parent/guardian handbooks and registration documents and feature the program on the homepage of the District's website, as required by law. The District will provide every student enrolled in the District and parents/guardians with a copy of DESE's MOCAP guidance document at the beginning of the school year or upon enrollment. In addition, the District will provide a readily viewable link to the guidance document on the main page of its website.

**Re-Enrollment**

If the District is notified that a resident, full-time MOCAP student has been disenrolled by a MOCAP provider, the District will provide a written list of available educational options in the District to the parents/guardians of the student and will promptly re-enroll the student when notified by the parent/guardian.

**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.

**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.

**ASSESSMENTS IN PREPARATION FOR POSTSECONDARY EDUCATION AND WORK OPPORTUNITIES.**

The district encourages students to prepare for postsecondary education or work opportunities prior to graduation from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment.

**ACT/WORK KEYS AT DISTRICT EXPENSE**

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

**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 seeks to actively resist re-traumatization

**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).

**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.

**PROGRAMS FOR HOMELESS STUDENTS: BOARD POLICY IGBCA**

The Jefferson City School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

**Eligibility for Services**

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

**District Liaison for Homeless Students**

The Board designates the following individual to act as the district’s liaison for homeless students (homeless liaison):

Director of Community Outreach and Student Assistance  
Jefferson City School District  
315 East Dunklin Street  
Jefferson City, MO 65101  
Phone: 573-691-6025

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

### **School of Origin**

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

### **Enrollment**

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Students will be awarded appropriate credit for full or partial coursework in accordance with board policy. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

### **Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether the student should be enrolled in the school of origin or the school that non homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will: Presume that keeping the student in the school of origin is in the student's best interest except when doing so is contrary to the request of the student's parents/guardians or the student if unaccompanied by a parent/guardian.

Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parents/guardians or the unaccompanied youth.

The choice regarding placement shall be made regardless of whether the homeless student lives with a parent/guardian or has been temporarily placed elsewhere. If the student is unaccompanied, the homeless liaison shall assist the student in placement or enrollment decisions, give priority to the views of the student and provide the student with notice of the student's right to appeal the district's decision.

If the district determines that placement should be in the school of origin, the student will continue to be educated in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parents/guardians or unaccompanied youth, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied youth and shall include information regarding the right to appeal the district's determination.

The written explanation will include:

1. A description of the action proposed or refused by the district;
2. An explanation of why the action was proposed or refused;
3. A description of any other options the district considered;
4. The reasons other options were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination, including the facts and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and

7. Contact information for the local liaison and the state coordinator for homeless students (state coordinator) and a brief description of their respective roles.

### **Services**

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other activities with other school districts.

### **Unaccompanied Youths**

An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian. The liaison will work with unaccompanied youths on issues unique to their situations, such as informing them of their status as independent students under laws applicable to higher education and informing them that they may obtain assistance from the homeless liaison to receive verification of this status for the purposes of applying for federal student aid.

The homeless liaison, a school counselor or a school social worker will verify, when applicable, that a student is an unaccompanied youth as defined in federal law.

### **Transportation**

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Jefferson City School District, the district will provide transportation to and from the school of origin at the request of the parents/guardians or homeless liaison, provided it is in the best interest of the student.

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

### **Records**

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

### **Homeless Liaison Responsibilities:**

The homeless liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless liaison.

The homeless liaison will ensure that:

1. Homeless students, including homeless preschool-age children and unaccompanied youths, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Homeless students, including unaccompanied youths, are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students, including unaccompanied youths, have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act, and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of homeless students are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.
5. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians, youths and unaccompanied youths, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youths.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of homeless students and unaccompanied youths are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.
10. Students who need to obtain immunizations or medical or immunization records will receive assistance.
11. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.
12. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
13. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

### **Disputes**

Parents/Guardians or unaccompanied youths may appeal district decisions regarding eligibility, enrollment or placement. The district will make every effort to resolve complaints or disputes at the district level. The homeless liaison will provide the parents/guardians or unaccompanied youth a written explanation of any decision related to school selection or enrollment, including the right to appeal such decisions, and inform the parents/guardians or unaccompanied youth of the district's complaint resolution process when a question or complaint arises concerning the education of a homeless student.

1. If the parent/guardian or unaccompanied youth has a complaint regarding the education of a homeless student, the person must notify the homeless liaison. The homeless liaison serves as the intermediary between the homeless student and the school where the student is seeking enrollment. The homeless liaison shall provide a copy of or access to the district's policies addressing the education of homeless students and the district's complaint form to the parents/guardians or unaccompanied youth.
2. The parents/guardians or unaccompanied youth can file a complaint in writing with the homeless liaison. The homeless liaison will provide a written resolution of the dispute or a plan of action within five days of the date the complaint was received by the homeless liaison. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest possible time.
3. If the dispute is not resolved by the homeless liaison, the parents/guardians or unaccompanied youth may file a written complaint with the superintendent or designee for review. The superintendent or designee will provide a written resolution or plan of action within five days of the date the complaint was received by the superintendent or designee. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest amount of time.

4. If the dispute is not resolved at the superintendent level, the parents/guardians or unaccompanied youth may file a written complaint with the board of education. The board will provide a written resolution of the dispute or a plan of action within 30 days of the date the complaint was received by the board. If the dispute is not resolved by the board in a manner satisfactory to the parents/guardians or unaccompanied youth, an appeal may be brought to DESE in accordance with the state dispute resolution process, which the homeless liaison will provide to the parents/guardians or unaccompanied youth.

While the dispute process is ongoing, the student in question must be enrolled and allowed to fully participate in school activities as well as receive transportation, if requested, to the school in which the parents/guardians or unaccompanied youth seeks enrollment.

The district shall make translators, interpreters or other support services available without charge and in the appropriate language to parents/guardians and unaccompanied youths who are English learners, use a native language other than English or need additional supports due to a disability.

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

## **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?
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**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.

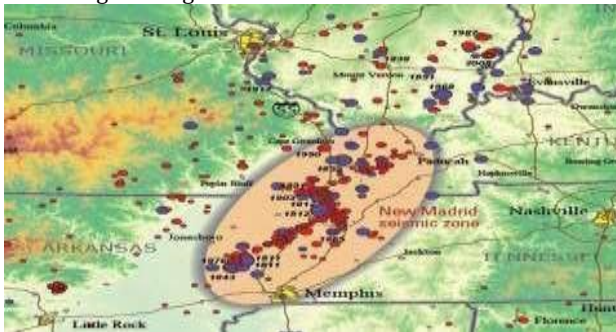
### **EARTHQUAKE PREPAREDNESS: BOARD POLICY: EBC**

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.



#### ***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*

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

Sexual harassment is prohibited under this policy and policy ACA. The Jefferson City School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

See the "Definitions Applicable to this Policy" section at the end of this document for definitions of other terms applicable to this policy.

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The board authorizes the following individual(s) to serve as the Title IX coordinator(s) to coordinate and implement the district's efforts to comply with the requirements of Title IX.

Patricia Tavenner  
Jefferson City School District  
315 E. Dunklin Street

Jefferson City, MO 65101  
Phone: 573-659-3012 / Fax: 573-659-3807  
patricia.tavener@jcschools.us

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

**ENSURING A POSITIVE LEARNING AND WORKING ENVIRONMENT** Jefferson City School District and Jefferson City High School strive to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

### **Students, Parents and Public**

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action. Pursuant to Board Policy KL, the Board will address the matter in an appropriate and timely manner.

### **Staff**

Board Policies GBM-1 and GBM-2 reiterate the most desirable way to resolve concerns and conflicts is through free and informal communication at the level of the concern. If an employee has a concern or complaint with another employee s/he should address the concern or complaint in a respectful and professional manner with that individual whenever possible. If the employee would like an administrator to be present to assist with efforts to resolve the concern, s/he needs to provide a request to the administrator responsible for the direct supervision of the individual or subject matter in question. If the employee's concern is with an administrator, that employee may ask the supervisor of the administrator to be present to assist with resolving the issue.

According to the above referenced policies, if an employee believes that s/he has a grievance, s/he shall, within 10 days following knowledge of the act or condition that is the basis for the grievance, discuss the issues involved with the appropriate individuals before initiating a grievance.

This procedure, as well as the Board Policies governing this process, should be viewed as a positive and constructive effort to establish the facts upon which concerns or grievances are based and to accurately implement Board policies. Discrimination and retaliation against any employee filing a grievance are strictly prohibited by Board policy. In addition, Board policy directs all district employees to cooperate in the grievance process. Allegations of illegal discrimination or harassment will be resolved in accordance with policy AC.

Ensuring a positive learning and working environment is the responsibility of each individual. Open and frequent communication and adherence to established policies are also the responsibility of each employee. Board Policies CF (School Building Administration) and GBCB (Staff Conduct) outline several of the responsibilities and codes of conduct for both building administration and district staff. In order for our schools and JCPS to be successful in providing a quality education to all students we must all be committed to both respectful and professional communication and interaction with students, parents, community and each other.

## **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 parents.
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 parents.
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, surveys regardless of the funding source. A protected information survey includes a survey, analysis or 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  
314 E Dunklin Street  
Jefferson City, MO 65101  
Phone: 573-632-1938

## SECTION VIII - APPENDICES

**Nichols Career Center**

***Hazardous Waste Safety Contract***

**BOARD POLICY: EBAB**

All students must adhere to the Hazardous Waste Contract or risk expulsion from their program of study. Dangerous chemicals vary in the programs at NCC. While not all inclusive, the following is a list of materials deemed as chemicals in the various programs: paint materials, degreasers, paint thinners, polishes, stain, alcohol, developer, cleaners (any kind), ink, primers, molding compounds, solvents, paint strippers, etc.

1. Consider every chemical dangerous. Avoid inhaling fumes, pipetting by mouth, tasting, touching or smelling any chemical unless specifically told to do so by the instructor. If you are instructed to smell something, do so by fanning some of the vapor towards your nose.
2. Do not place your face, neck, or eyes in front of any chemical.
3. Never point any chemical toward another student.
4. All chemicals should be properly labeled. If you come across any chemical material unlabeled, please inform your instructor immediately/
5. Never become involved in horseplay.
6. Do not discard any liquid in a sink or drain without specific instructions from your instructor.
7. Do not throw any chemical material or rags soaked in chemical material in a trash can. Instead, please dispose of

them in properly labeled containers.

8. Be able to locate the MSDS notebook for your program.
9. Clean up the spill immediately following the MSDS guidelines and informing the instructor that a spill has occurred.
10. Proper eye protection must be worn in lab areas at all times. In case of eye contamination, wash eyes for 15 minutes with eye wash and seek medical attention immediately. (Inform the instructor of the contamination and if contact lenses are in place).
11. Proper clothing must be worn to protect against burns and/or chemical spills (follow specific instructions given by individual instructors).
12. Keep combustible materials away from any heat source, sparks, open flames, etc.
13. PPE (Personal Protective Equipment) must be worn as directed by your instructor.
14. Please notify the instructor of any questions or concerns for your specific area.
15. Flammable liquids should be returned to the Flammable Cabinet after use.
16. Be able to locate and use hazardous spill kits.
17. Be able to locate and use the correct fire extinguisher for different types of fires.

## STUDENT STATEMENT OF OWNERSHIP: NCC Handbook

*To be signed by each student to verify that the handbook has been read and that all policies and terms are understood. Please return this sheet to your program instructor. A link to the handbook will be sent electronically to all parents/guardians in addition verifiable through Blackboard Messaging System. Handbooks are available electronically through the NCC website. A physical copy of the NCC Handbook is available in the Nichols Career Center Office upon request.*

My statement of ownership verifies that I have been instructed about the handbook, have access to the handbook, and have been given the opportunity to discuss the Nichols Career Center Student Handbook for the 2024-2025 school year. I have read and understand the expectations and policies of Nichols Career Center. I also understand that this handbook is not all inclusive, and that sending school administrators and policies may be consulted at any time.

NCC Career Program \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to your Nichols Career Center program instructor. Due to safety and liability issues, failure to return a signed sheet could result in denial of program participation while attending the career center.