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# Student Handbook

2018  2019

## LEWIS AND CLARK MIDDLE SCHOOL

325 Lewis and Clark Drive, Jefferson city MO 65101

Phone: (573) 659-3200 Fax: (573) 659-3209

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### Principal: Dr. Deanne Fisher

Assistant Principal: Mr. Joe Nichols Ed.S.

Assistant Principal: Mrs. Delora Scaggs Ed.S.

Administrative Intern: Ms. Jaime Schulte Ed.S.

Attendance: (573) 659-3210

Counseling Office: (573) 659-3224

Counselor (Grade 6): Samantha Cassmeyer

Counselor (Grade 7): Carrie DeSimone

Counselor (Grade 8): Lauren Pierce

Health Room: (573) 632-3474

Food Service: (573) 632-3485

Media Center: (573) 659-3231

SRO: (573) 659-3200-ext. 208

Board Office: (573) 659-3000

### LEWIS & CLARK MIDDLE SCHOOL MISSION:

The students of Lewis and Clark Middle School, a safe and nurturing community that emphasizes good personal character, will set and meet high expectations by participating in rigorous and relevant 21<sup>st</sup> Century learning opportunities.

### LEWIS & CLARK MIDDLE SCHOOL VISION:

Our students will be empowered as 21<sup>st</sup> century learners.

### JEFFERSON CITY MIDDLE SCHOOL PHILOSOPHY:

The complex physical, social, emotional, and intellectual needs of middle level students demand a comprehensive program. Such a program addresses the varied and changing needs of these students and provides for the transition between elementary school and high school. In order to address these needs, the total school staff must function as a team, along with parents, students, and the community. We believe that given a caring climate with appropriate instruction, all students can learn. The middle school climate fosters active learning in an atmosphere of mutual respect and cooperation. It provides an environment where the student recognizes the interdependence of all people in a multicultural society while developing independence, responsibility, and self worth. In keeping with the Jefferson City middle school philosophy, it is imperative that the middle school attitude and organization reflect these assumptions. Middle Schools will provide:

**Learning:** a strong academics program that recognizes that students have different styles and varied rates of learning. It provides a variety of learning environments and experiences that enable students to become increasingly motivated as independent and group learners.

**Exploration:** opportunities for the individual to discover and explore new ideas and to develop skills and interests within an encouraging environment.

**Support/Guidance:** programs and services that promote stability, growth toward self-realization, increasing independence, and responsible behavior.

**Identity:** opportunities for students to be recognized as individuals and to build self-esteem.

**Physical Development:** experiences and challenges designed to address the rapid changes and varied physical needs of all students.

**Socialization:** experiences that develop positive problem solving and decision-making skills in order for students to function as increasingly responsible members of groups and the community.

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**2017-18 School Calendar**

<b>Date</b>	<b>Event/Activity</b>
Aug. 14	7 <sup>th</sup> & 8 <sup>th</sup> Grade Open House – 5pm
15	6 <sup>th</sup> Grade Open House - 5pm
16	First Day of School
29	2-hr. Early Release
Sep. 3	Classes Dismissed (Labor Day)
14	Mid-Term (1 <sup>st</sup> Term)
26	2-hr. Early Release
Oct. 8	Classes Dismissed (Staff PD)
17	End of 1 <sup>st</sup> Term
18, 23	Parent-Teacher Conferences
26	Classes Dismissed
Nov. 7	2-hr. Early Release
16	Mid-Term (2 <sup>nd</sup> Term)
21, 22 & 23	Thanksgiving Break
Dec. 21	End of Term 2 <sup>nd</sup> Term (First Semester)
21	3-hr. Early Release for Christmas Break

<b>Date</b>	<b>Event/Activity</b>
24- Jan. 2	Christmas/Break
Jan. 2	Classes Dismissed (Staff PD)
3	Classes Resume
18	Classes Dismissed (Staff PD)
21	Classes Dismissed (MLK Jr. Day)
Feb. 5	Mid-Term (3 <sup>rd</sup> Term)
5, 14 (TBD)	Parent-Teacher Conferences
12	2-hr. Early Release
18	Classes Dismissed (Presidents' Day)
Mar. 8	End of Term (3 <sup>rd</sup> Term)
13	2-hr. Early Release
25-29	Fixed Spring Break
Apr. 12	Mid-Term (4 <sup>th</sup> Term)
19	3-hr. Early Release for Good Friday
May 16	End of Term (4 <sup>th</sup> Term)
	Last Day of School - 3-hr. Early Release

Weather Make-up Dates: May 20, 21, 22, 23, and 28

Presidents' Day may be used as a possible make-up day

## General School Information

### Daily Schedule/Office Hours

Doors open at 7:30 AM, classes begin at 8:00 AM and end at 2:50 PM  
Bells are not scheduled throughout the day in order to permit teaching teams to regulate class time to meet the needs of students. Office hours are between: 7:30 AM TO 4:00 PM MONDAY through THURSDAY and 7:30 AM TO 3:30 PM on FRIDAYS when school in session.

### Inclement Weather

In the event of inclement weather, stay tuned to the following public media stations for the most up-to-date information on school cancellations and closings: KJMO—FM KWOS—AM KLIK—AM KRCG—TV 13

The School Activities Information Line will list closings as they become available. The telephone number is **635-5277**.

### Lewis & Clark Middle School Website

Please access our school website for school information, updates, the school calendar, student pictures, and contact information. Access the LCMS website at [www.jcschools.us/lcms](http://www.jcschools.us/lcms) or by going to the Jefferson City Public Schools website at [www.jcschools.us](http://www.jcschools.us). Go to the link for “Schools” and to the link for “Lewis & Clark Middle School.”

### Parent/Legal Guardian Portal

Parents and guardians can view their child’s educational records over the Internet. These records include grades, assignments, attendance, tardiness, and immunizations.

To sign up for this service, parents will need to fill out an Acceptable Use Agreement at any Jefferson City Public School. You must show a photo ID at the time you sign up for the service.

### Communications (email and text)

**In order to get JCPS information quickly, sign up for email service and/or text message service by visiting [www.jcschools.us](http://www.jcschools.us). Click on either the Key Communicator Link (for emails) or Text JCPS Link (for text messaging) to get instructions and sign up.**

### Students Rights and Responsibilities

Each student has the **right** to:

- Have the opportunity for a free education in a safe, orderly, and 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 to the education process.
- 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 possesses prohibited materials.
- Expect to be fully informed of school rules and regulations and the right to due process.

Each student has the **responsibility** to:

- Respect the human dignity and worth of every other individual.
- Study diligently and maintain the best possible level of academic achievement.
- Be present and punctual in the school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Exercise the utmost care while using school facilities.
- Know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators, teachers, and staff

### Student Services

#### Counseling

Counselors are available to students and parents/guardians to provide both educational and personal guidance and counseling. Students and parents/guardians are encouraged to take advantage of counseling opportunities to discuss grades and testing information for educational and occupational planning, parent educational programs, or to discuss

other topics of interest or concern. To make an appointment, call **659-3200 Ext. 209** or, report to the counseling office, which is located near the main office.

## **Activities**

### **Intramural Sports**

We offer a varied range of intramurals open to students at all grade levels throughout the school year. Students must arrange their own transportation. Intramural sports at Lewis & Clark are intended to encourage participation in athletics. Even though competition is a part of athletics, participation is our main goal. Programs are offered in archery, basketball, football, futsal, softball, volleyball, track, and cross-country. The student body will be notified of all activities and encouraged to participate in the activities of their choosing.

### **Interscholastic Sports**

Competitive sports are offered for seventh and eighth grade students in basketball, football, volleyball, track and field, wrestling, and cross-country.

### **Insurance**

Seventh and eighth grade students who participate in intra and/or interscholastic sports are required to purchase school insurance. This coverage takes over after the family insurance. A catastrophic insurance policy is also provided. Insurance forms are available in the office of the school nurse.

### **Physical Exam**

Jefferson City High School and Lewis and Clark Middle School are using an online electronic platform called Student Health Profile, provided by PRIVIT Inc. The purpose of the Student Health Profile is to collect, store and update student medical information that is collected annually (and in some cases, up to four times per year). The Student Health Profile program replicates the information we routinely collect for students participating in activities at the school. Based on the same information as the current paper-based forms, The Student Health Profile replaces those paper forms with an online process for submitting and managing student medical information. The Student Health Profile is compliant with international privacy laws, including HIPPA and COPPA, ensuring your student's information is secure.

All athletes, cheerleaders, dancers, members of Marching Band and Show Choir are required to submit a COMPLETED Physical Form to participate. PER MSHSAA By-Laws the doctor's signature must be dated after 02/01/2018 to be valid for the 2018-19 school year. JCPS PRIVIT Login/Registration Page: <https://jcschools.e-ppe.com/index.jspa>

Additionally as part of the Physical Form parents/guardians and participants are required to sign that they have reviewed concussion related materials. These can be found at:

<https://jeffersoncityjays.bigteams.com/main/otherad/contentID/217183>

### **Transportation**

Transportation for interscholastic activities is arranged through the offices of the athletic directors. Team members travel as a unit on school district vehicles. Any exceptions to the rule must be approved in writing by BOTH the parent/guardian and the coach.

### **Definition of Eligibility**

Eligibility to participate in the athletic contests between schools is a privilege, which is attained by meeting the standards set for this purpose by member schools of the Missouri State High School Activities Association.

### **Eligibility Standards**

1. Students must be creditable middle school citizens (see discipline information on the following pages in regard to the impact of ISS/OSS on eligibility for athletics/activities).
2. Students must be currently enrolled in and regularly attending the normal courses for seventh and eighth grade, and must be in a full academic load of classes to be eligible.
3. A student is eligible for only two semesters in each 7<sup>th</sup> or 8<sup>th</sup> grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.
4. Students must be enrolled in their school attendance boundary.
5. Students must not accept any award for competing in any junior high or middle school sport except the award given by your school and any award that meets MSHSAA guidelines. A student may accept an award for participating in an athletic contest. A student cannot accept any money or gift certificates. MSHSAA Standard 3.6.2

6. Prior to July 1, 2018, a 7<sup>th</sup> grade student cannot turn fourteen and be eligible to participate their 7<sup>th</sup> grade year in MSHSAA activities. Prior to July 1, 2017, an 8<sup>th</sup> grade student cannot turn fifteen and be eligible to participate in their 8<sup>th</sup> grade year in MSHSAA activities.
7. During the sports season, a student may not participate in non-school practice or competition in the same sport.
8. Students may not practice or compete in a non-school competition on the same date he or she practices or competes for the school without approval of the Activities Department.
9. If a student transfers schools, he/she is ineligible for 365 days from the date of transfer unless there is a corresponding change of residence of the parents or unless he/she meets other MSHSAA exceptions to this rule.
10. A student will remain eligible so long as he/she does not commit an act that might be interpreted as unsportsmanlike conduct while playing or attending a school activity.
11. A student must not fail more than one class to remain eligible the next term or make satisfactory progress in special education.
12. Transferring from one school to another solely because of athletics or activities will make the student ineligible for one full year.
13. This is only a partial list of standards. Ask your coach or administration for any standards in special cases.

### **Behavior Guidelines When Attending Athletic Events**

1. Behavior expectations at after-school activities are the same as during school hours.
2. Cheering for your team is always encouraged as team spirit.
3. Respect the calls and judgments of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people and many times the only impression some people will have is what they see at an athletic event.
4. While the game is in progress, you are expected to remain seated in the stands. Remember, the main reason you are at an athletic event is to watch your team. Everyone around you appreciates you remaining seated so they may watch and enjoy the game also.
5. Stomping on bleachers is not allowed. This is a ruling from the MSHSAA.
6. Please make appropriate arrangements to get picked up from the event as soon as it is over.

### **Clubs and Organizations**

Numerous clubs and organizations exist at Lewis & Clark to encourage students to be active in a wide variety of interests. The following are examples of these organizations: Archery, Art Club, Drama Club, TREND Club, Robotics, FCA, Spirit Club, and STUCO.

To participate in Club Activities, one must meet the Club's guidelines that are determined by the Club Sponsor.

Process to form new clubs:

- Obtain permission from the administration.
- Agreement with a faculty member(s) to act as the club sponsor.
- Written guidelines of purpose.
- Written constitution.
- Approval of Administration of all written guidelines and constitution.

### **Student Council**

The Student Council is made up of four officers: president, vice-president, secretary, and treasurer, who are elected by the entire student body as well as team representatives, one elected by each of the teams. These are the voting members of Student Council. A delegate from each Advisory, who will serve as liaison between their Advisory and the council, joins them.

### **Media Center**

The Media Center is located on the first floor and is open from 7:50 AM to 3:15 PM daily. Books may be checked out for two weeks. Students must present their ID card to check out books. Lost and/or damaged books shall be the responsibility of the student checking out the book.

### **Student ID**

Each student is issued a picture ID card. This card should be carried at all times with the picture and name visible. The card is necessary for eating lunch, checking out materials from the media center and to gain admittance to after-school activities and parties. A replacement ID may be purchased in the front office for \$5.00.

### Student Messages and Telephone Policy

There is a courtesy phone located in the main office, which may be used before and after school. Please feel free to contact the main office for assistance in emergencies. Messages received before 2:00 PM will be delivered to students. **We will not be able to deliver messages received after 2:00 PM.** Please refrain from texting your student during the course of the day. This could lead to classroom interruptions and the possibility of technology misuse per school policies.

### Cell Phones and Personal Electronic Devices

It is a strong recommendation of Lewis and Clark Middle School 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. They can be disruptive to the learning environment, often create discipline problems, and are all too 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 reached quickly and assisted in an appropriate way.

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 assigned lockers.

Students who bring cell phones or other devices to school are responsible for the safety and security of those devices.

Headphones or ear buds will need to be stored securely in a binder or pockets and should not be worn during school. Headphones or ear buds will only be needed when 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 the school day.

### Lockers

Each student is assigned a personal locker in his/her grade wing for the school year. Locker combinations are only revealed to the assigned student. **It is the student's responsibility to keep his/her combination confidential** to guard against someone else gaining access to his/her belongings. Lockers shall be kept neat and clean without personal markings, decals, etc. Book bags, backpacks, hats, coats and electronic items (cell phones, mp3 players, etc.) should be placed in lockers at the first opportunity. The lockers are the property of the school under the joint control of the student and administration. Students are responsible and accountable for any items in their locker.

### PE Lockers

Each student will have a locker assigned in the locker room to be used for the entire school year. Combination locks will be issued to each student as needed. The lockers and locks are the property of the school under the joint control of the student and administration. Students are responsible and accountable for any items in their locker.

## Student Health and Safety

Health forms and specific health related information can be viewed and downloaded on our district website at <https://www.jcschools.us/Page/9042>

### School Nurse

A registered nurse supervises health services. The nurse is on call for emergency care as needed at all times. Students and parents are requested to inform the school nurse of any health conditions or regular medications, which may warrant special attention in the case of an emergency. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given opportunity to obtain the necessary immunizations. Students who fail to meet the immunization requirements will be excluded from school. You may call the nurse at 632-3474

### Dispensing Medication

The school nurse does not supply aspirin, Tylenol, or other medications. **It is requested that all medication be brought to the school nurse/designee by the parent/guardian. All medications must be given to the health office for safekeeping in its original container.**

The following information must appear on the container: date, student name, medication name, number of tablets in the original container, time medication is to be consumed, physician who prescribed the medication, any side effects of concern, and a phone number where a parent/guardian may be reached in case of questions. A **Request to Administer Medication** form must be completed and signed **annually** by a parent/guardian for each medication administered at school.

### **Student Illness**

A student who becomes ill during the school day is to request a pass from the teacher to the nurse's office. If the illness warrants that the student be dismissed from school, the nurse, or her designee, will telephone a parent/guardian to make the necessary arrangements. Any student who goes home without the permission of the main office will be subject to disciplinary action.

\*Reason to exclude student from school are the following: fever, vomiting, pink eye, rash, and other symptoms considered possibly contagious.

\*A physician excuse is requested if a student will be missing more than 1 day of PE. Students unable to participate in PE may not participate in athletic activities.

### **School Resource Officer (SRO)**

It is the policy of the Jefferson City Police Department to provide the School Resource Officer(s) to the Jefferson City School District to assist school officials in creating a safe learning environment, make presentations, advise and counsel, and serve as a resource to the students in the Jefferson City School District. The primary focus of this program is directed toward education rather than enforcement. You may contact the School Resource Officer at 659-3200, ext. 208.

### **Visitors**

Any individual visiting the school, for any reason, must first report to the security window at the main office and provide a state issued ID. If it is necessary for a visitor to speak with a student or teacher directly, office personnel will make the proper arrangements. Students not enrolled at Lewis & Clark Middle School are not permitted to visit in classrooms or to attend social functions. All visitors going to any area other than the main office must obtain and wear a visitor's badge. This badge must be returned to the main office before the visitor departs.

### **Emergency Procedures**

The staff has been trained on how to deal with crises that could arise during school hours. Students are responsible to keep these rules in mind:

- Stay calm.
- Find the nearest teacher if not in class.
- ALWAYS stay with a teacher until told to do otherwise.
- Remain quiet and follow teachers' instructions.
- Know your assigned check-in area and report there in the event of a dismissal.

### **Crisis Management**

The Jefferson City Public Schools 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. Lewis & Clark Middle School 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 need to be aware that students will learn appropriate responses to crisis. Parents should plan to listen to local radio and TV to learn of what they should do if a crisis at our school should occur.

## **Student Food Service Program**

### **Lunch/Breakfast Program**

The cafeteria will open at 7:30 AM for students to obtain breakfast and/or milk. When students are dismissed from class for lunch, they are to enter the cafeteria with their teacher.

Nutritional hot lunches may be purchased daily, weekly, or monthly. The appropriate forms for free/reduced lunch rates may be picked up from the counseling office.

Students must use their identification number, student ID card, or pay cash each day to the cashier. Students may bring their lunch to school and purchase milk in the cafeteria. No glass containers are allowed in the cafeteria.

**Expectations/Rules of Breakfast Behavior:**

- Students are to remain seated
- Students are to raise hand and ask permission to use restroom, water fountain, or be excused from cafeteria.
- Students eating breakfast are to sit at one of the designated breakfast tables until their meal is finished.
- Students eating breakfast need to finish quickly and move to their designated area in order to make room for other students to eat breakfast.
- Students who do not eat breakfast at school may not sit at the designated breakfast tables.
- The cafeteria is to be kept clean.

**Expectations/Rules of Lunch Behavior:**

- Students are to remain seated.
- Food or drinks are not to be taken from the cafeteria.
- Students are to raise hand and ask permission to leave table for any reason, including restroom and water fountain.
- Students are expected to behave appropriately.
- The cafeteria is to be kept clean.
- Grade level procedures may vary.
- Students may not consume any food or drink outside of the cafeteria, except with special permission.

**Transportation****First Student**

Phone Number: 659-3039 or 659-3040

**Bus Conduct Guidelines (Bus Misconduct)**

Board Policy: Student Transportation

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior situations to the principal as soon as possible. The bus driver shall report all dangerous situations to the principal immediately.

**Character Commitment Contract (to be signed by all bus riders)**

I understand that my behavior on the bus is my responsibility. I also understand that bullies have no seat on my bus! In order to keep others and myself safe, I will follow the Character Code of Conduct.

**Code of Conduct:**

***I will treat the driver and other riders with respect while on the bus, just as I do in the classroom.***

- My words will be respectful while on the bus.
- My language will be appropriate and polite while on the bus.
- My actions will be respectful while on the bus.

***I will use responsible behavior while on the bus, just as I do in the classroom.***

- I will keep my head and hands and objects to myself and inside the bus at all times.
- I will stay in my seat while on the bus.
- I will not bully others—physically or verbally
- I will respect school property and keep the bus clean.
- I will report cases of bullying to my driver or another adult.
- I will maintain an appropriate volume using an inside voice on the bus.
- I will not eat or drink on the bus.
- I will not use or carry drugs, alcohol, tobacco or weapons on the bus.

### Bus Referrals

If a school bus driver deems a student's behavior inappropriate and issues a "bus ticket" or referral to an administrator, the following guidelines will generally be used:

#### First Referral or Ticket

- The student will conference with an administrator and may be suspended from riding the bus for up to five days.

#### Second Referral or Ticket Within Three Months of the First Offense

- The student will conference with an administrator and may be suspended from riding the bus for five days.

#### Third Referral or Ticket Within Three Months of the Second Offense

- The student will conference with an administrator and will be suspended from riding the bus for up to ten days.

#### Fourth Referral or Ticket

- The student will conference with an administrator and may be suspended from riding the bus for ten days or more up to the remainder of the school year depending on the severity of the situation.

Students who violate school rules while on the school bus may receive the consequences outlined in the school code of conduct, such as Detention, In-School Suspension, or Out-of-School Suspension, in addition to being suspended from riding the bus.

If a student rides multiple busses, any bus suspension applies to all busses the student may ride.

### Permission to Ride Other Buses

All students are assigned to a specific bus and stop. Students are not permitted to ride other buses or get on or off at other stops unless advance permission has been given by a building administrator. This should occur in **emergency situations only**. Prior to a building administrator granting permission, the student should give the administrator a written request signed by a parent/guardian stating the reason for the request.

### Transportation by Car

Students must be dropped off on the **Northeast side** (Track/football field side) of the building when arriving before 8:00 AM. Students leaving between 2:50 and 3:00 PM must be picked up on the **Northeast side** of the building by 3:05. **The upper entrance of Lewis and Clark Drive is closed to through traffic from 7:15 to 8:30 AM and between 2:30 to 3:30 PM.** The front (main entrance) of the building is reserved for bus traffic ONLY. **JCPD patrols the front drive during these times and driving or parking in front of the building during this time may result in a driving citation.**

## Student Attendance Accountability

### Opening and Closing the Building

**School begins at 8:00 AM. The school doors will open at 7:30 AM each day. There is no supervision until that time.** Students will enter the building and report directly to their designated area. At approximately 7:50 AM students will be dismissed to their assigned classroom. Students arriving to school after 7:50 AM but prior to the start of school at 8:00 AM will report directly to their assigned classrooms. All students are to remain on school grounds after their arrival.

**It is expected that students will depart from school grounds by 3:05 each day.** Exceptions to this may be those students involved in activities or completing make-up work under the direct supervision of a sponsor or teacher. **Students may not remain at school or arrive early without a supervisor/sponsor.**

### Attending after school activities

Any student returning to the school for activities after regular school hours is expected to arrive just before the scheduled time for the activity and depart from the premises immediately following the conclusion of the activity. **Any student who twice fails to make previous arrangements to depart from an activity within 30 minutes of the scheduled time will only be allowed to attend future activities when accompanied by his/her parent/guardian.**

### Tardy Policy /Truancy

At the beginning of class, students are expected to be in their seats and prepared to work; otherwise, they are considered tardy. Students may not enter class late without a pass. Excessive tardiness will result in disciplinary action. Every morning there will be a tardy sweep from 8:00-8:15. Students in the hallway at that time without a valid pass are subject to disciplinary actions.

Off-Limits Area (Truancy): Presence in an area restricted by grade level, schedule, or other reasons. Students in off-limits areas are subject to disciplinary actions

Skipping Class (Truancy): Students who have an unauthorized absence from class or classes are considered skipping. Students who skip classes are subject to disciplinary actions.

### Attendance

In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child between the ages of seven and sixteen years is responsible for keeping the child in school. Regular school attendance is directly related to success in school.

**If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to either email the school at [attendance.lcms@jcschools.us](mailto:attendance.lcms@jcschools.us), call the attendance secretary at 659-3228, or leave a message at 659-3210 to explain the reason for the absence.** This may be done on a 24-hour basis. If telephoning or emailing is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school.

If a student needs to leave school during the school day, either a student's parent/legal guardian or authorized person must come to the office to sign the student out. Only people listed in the student's "contact list" are considered authorized persons. **Contacts for a student can only be added to the student's permanent file by the parent coming to the Counseling Office. Phone calls and/or written notes cannot be accepted.**

In the case of excessive absences, parents will be contacted by letter and will be referred to the Juvenile Court Services.

### NOTE:

Students are required to be present at school more than half of the day on the day of a school function in order to attend. School functions include, but are not limited to, district athletic events, dances, field trips, and parties. (MSHSAA rules concerning full-day attendance apply if the student is an athlete.) If a student goes home ill during the school day, he/she will not be allowed to attend.

### Attendance and Attending School Functions

If a student is not at an overall attendance rate of 90% or above, he or she will not be allowed to attend middle school or high school functions. School functions include, but are not limited to, dances, field trips, and parties. Administration will review special circumstances on an individual basis.

### Students Arriving Late

Students arriving late to school are to report directly to the attendance secretary in the main office with their parent/guardian or written notification from the student's parent/guardian stating the reason for the tardiness and the date. The attendance secretary will make the necessary arrangements to admit the student to class.

### Early Dismissal From School

If early dismissal is necessary, a written request and/or a telephone call from the parent/guardian stating the reason and time shall be given to the attendance secretary. Students will be called to the office upon the parent/guardians arrival to pick up the student. **A parent/guardian's signature is required in the office for a student to leave the building.** The student is to check out with the attendance secretary when leaving the building and check in upon his/her return. Students may not leave the building or school grounds before the close of school unless approval is granted from the office.

## Student Academic Accountability

Each student is responsible for his or her academic success. Teachers will provide coaching, assistance, encouragement, and correction. Student handbooks, parent conferences, the homework hotline, progress reports, Infinite Campus, student advisories, etc. can assist students in achieving their potential.

### Homework and Classwork Policy

In order to create a successful transition from elementary school to high school, each teacher will establish a homework policy to encourage student accountability.

### **Homework and Classwork for Excused Absences**

Students must take the responsibility for requesting work missed after an excused absence. This should be done at a time that does not disrupt class, such as before or after school. Students who are gone for an extracurricular event or field trip must see teachers for missing work BEFORE the activity and will turn it in as assigned.

### **Homework Hotline/Homework Web Pages**

Parents/Guardians and students may call the homework hotline each day from 4:00 PM until 7:30 AM to check on the lesson that was covered and the work expected of each student. Dial 659-8310, press the three-digit team number (or "1" if you need a list of team numbers), and listen to the recorded information.

In the case of a student being absent, please use the Homework Hotline or visit the team web pages for missed assignment information.

### **Student Grades**

Mid-Term grades are sent home with students after four weeks and Term grades are mailed every nine weeks. Term grades are the students' final grade each grading period. Parents may access parent portal at anytime to access student progress and assignments.

### **Parent Portal – Infinite Campus**

#### **Need an Account?**

To request your account information, email [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us) from the email address that your child's school has on file. Once your request is processed you will receive an email with your account information.

#### **What do I do if my account is disabled?**

For disabled accounts, email [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us) along with your full name, home address, phone number, and your student(s) names.

#### **What if I need help?**

Technical assistance is available via email at [portalhelp@jcschools.us](mailto:portalhelp@jcschools.us).

### **Textbooks**

Textbooks are issued to students on a loan basis in classes requiring a textbook. Textbook numbers are recorded when the books are issued. Each student is responsible for the care of the book checked out to him/her. A fine will be assessed for any lost or damaged book or materials.

### **LCMS Grading Table**

Lewis & Clark Middle School has one grading table for assessment of student progress. The same grading table is used for all classes be they core or encore classes. Parents are also encouraged to contact their child's teachers during the school year to find out more about student evaluation.

#### **Grading Table:**

A	92.5 - 100%
A-	89.5 - 92%
B+	86.5 - 89%
B	82.5 - 86%
B-	79.5 - 82%
C+	76.5 - 79%
C	72.5 - 76%
C-	69.5 - 72%
D+	66.5 - 69%
D	62.5 - 66%
D-	59.5 - 62%
F	below 59%
INC	incomplete

### **Grading Categories for LCMS**

- Assessment 60% (quizzes and test)
- Coursework 30% (assignments, projects, homework, activities, participation, bell ringers, etc.)
- Final 10%

### **President's Award for Educational Excellence**

Student must have attained an 85% or higher on a nationally-normed achievement test taken during middle school and must have at least a 93.5 cumulative grade point average for the 6<sup>th</sup> and 7<sup>th</sup> grade, and terms 1 and 2 of 8<sup>th</sup> grade.

### **Character Club**

Students qualify for Character Club if they have been recognized as a Student of the Month or a Student of Character during the school year. Students who meet the criteria are eligible to participate on a special trip to see a St. Louis Cardinals baseball game. If a student on Character Club has been assigned ISS or OSS at anytime during the year, he or she will NOT be allowed to attend the end of the year special event (TBD)

## **Student Behavior Accountability**

### **Dress Code (Disruptive Behavior)**

(Board Policy JFCA)

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming that presents a safety concern is permitted. No apparel displaying messages that are sexually explicit, vulgar, violent, or advocating illegal activities is permitted. No clothing or personal grooming that disrupts, or is likely to disrupt, the educational environment is permitted.

- What follows is a list of acceptable items of dress: students need to learn to present themselves professionally and dress in a manner that helps them meet with success in the workplace.
- 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 necklines (No strapless, tube tops, halter tops, crop 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 with an inseam of at least 3 inches or more
- Tops/Shirts
  - Must have conservative neckline
  - Must not show waistline skin (No midriffs)
  - Must not advertise or suggest inappropriate messages (Examples: Alcohol, Tobacco, Weapons, Profanity, or Sexual Innuendos)

\*\*\*Please note that hats, caps, bandanas and hoods are NOT included on this list, as they are not allowed during the school day. \*\*\*

The school district reserves the right to establish or modify rules during the year regarding new fashions in dress including the banning of certain articles of clothing adopted as gang-related icons of identifications. Any student not in compliance will be subject to disciplinary action.

### **Hallway Behavior (Disruptive Behavior)**

Students are expected to walk two-by-two on the "right-hand" side of hallways, maintain a quiet voice, keep hands off of other students in line, stop for others at intersections, and walk around (not between) people having conversations.

### **Recreational Items/Electronics**

Jefferson City Public Schools are not responsible for lost, stolen, or damaged cell-phones, recreational items, toys, or electronic items students bring to school.

### **Pass Policy**

Students must have a hall pass, signed by a staff member, to be in the hallways at times other than routine passing times.

Specific bathroom and hall passes are provided in classrooms– these are alternatives from the signed hall passes and students are required to sign out and sign in to the classroom.

### **Behavior Intervention Support Team (B.I.S.T.)**

The Behavior Intervention Support Team (BIST) grew out of a desire to keep at-risk students in a community school. Its mission is to help teachers, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. The Behavior Intervention Support Team accomplishes this through G.R.A.C.E. (Giving Responsibility and Accountability to Children in Education (taken from <http://bist.org/mission.html>).

Students who misbehave in class and disrupt the learning environment move along a placement continuum at LCMS. The continuum is as follows: normal classroom placement, safe seat, buddy room, and office. The object of the placement continuum is to keep students safe. Students who move to a buddy room or the office must process with the teacher with whom the problem originated before re-entrance into the normal classroom environment; this involves the completion of a think sheet and personal interaction between teacher and student.

**Think Sheets/Success Plans** – Students who struggle with behavior in the normal classroom environment are sometimes put on goal sheets. Students on success plans ask each of their teachers to rank their performance in relation to each goal. Students who fail to have their goal sheets signed may be assigned to Team Focus. Students on success plans can be taken off of them if the teachers agree that goals have been met for a substantial period of time.

**Team Focus** – Students who have trouble being safe in the normal classroom environment are sometimes invited by their teachers to spend time in Team Focus. Team Focus is placement in one teacher's classroom for the day. Students earn their way out of Team Focus when they can be safe and when their teachers have determined it is in everyone's best interest.

### **Inappropriate Behavior Requiring Teacher Intervention**

Students are expected to follow school and class procedures while in attendance at Lewis & Clark Middle School. At times, certain students may have difficulty following these procedures and a teacher will be required to intervene. Teachers may impose consequences for violating these procedures or more severe violation may be referred to the student's administrator. Examples of inappropriate behaviors and possible teacher interventions and consequences follow:

#### **Inappropriate Behaviors:**

- Public displays of affection.
- Failure to pay attention or to participate appropriately in class.
- Failure to bring necessary materials to class.
- Interrupting and interfering with the work of others.
- Failure to do class work, assignments, etc.
- Making rude or disrespectful comments to other students.
- Misusing lockers or locker privileges.
- Failure to return forms, notes to parents or teachers, etc.
- Uncooperative behavior towards teachers.
- Spreading hurtful rumors.
- Engaging in any other disruptive behavior that is relatively minor in nature.
- Recording physical confrontations with cell phones

**Possible Consequences:**

- Private conference with the student.
- Team conference with the student.
- Change in seating.
- Apology is offered and accepted.
- Assignment of a reflection paper regarding the incident.
- Involvement of parents and/or guidance counselor.
- Home assignments monitored by the parents.
- Loss of privileges for a specific period of time.
- Assignment of a written plan of action or a behavior contract.
- Quiet lunch or before or after school detention with teacher.
- Confiscation of inappropriate items.
- Referral to office for disciplinary action.

**Inappropriate Behavior Requiring Administrator Intervention**

Students who continually disregard expectations cause a serious disruption to the school climate. Administrators will use the following **Code of Conduct** as a guide when dealing with inappropriate behavior. Administrators may vary from the listed consequences based on each individual situation. Actions that are not specifically covered in this handbook, but which are disruptive, inappropriate, or offensive shall result in disciplinary action.

**Code of Conduct Student Discipline**

(JCPS Board Policy JG – Subject to change in board policy at a future date)

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 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.

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. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct and speech that substantially and materially disrupts 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.

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.

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 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.

The comprehensive discipline policy 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 discipline policy will be made available to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

*Adopted: 09/10/1990 Revised: 06/08/1998; 06/14/2004; 06/14/2010*

## **Consequences:**

### **Parent/Guardian Notification**

Contact from a school official made in person, by telephoning and/or letter explaining the situation in which the student has become involved.

### **Notification of Authorities**

Contact from a school official to the proper legal authorities will be made if the situation warrants.

### **Detention**

Detention is additional time for study to be assigned by the building administrators. Students are to report to the assigned area promptly and be ready to work independently. Detention will be served on the assigned Tuesday or Thursday from 3:00 PM until 4:00PM

Behavior problems that occur while completing detention may result in more severe disciplinary actions. Students may receive a range of consequences for not attending assigned detention ranging from receiving additional detentions to being assigned to in-school suspension.

Missed Assigned Detention: The act of not completing detention by the assigned date. Students who miss detention are subject to disciplinary action.

### **In-School Suspension (ISS)**

Students are assigned ISS for a specific number of days depending on the student's infraction of our Code of Conduct. While in ISS, students will complete classwork as provided by their teachers. Administrators can release a student early under special circumstances. Students assigned to ISS will be escorted to obtain their lunch, which is to be consumed in the ISS classroom.

**Any time a student is assigned to ISS, the student will NOT be allowed to participate in after-school activities and athletics. If this occurs, the prohibition from activities, including athletics, will begin at the time of the ISS assignment and continue until the student has followed his/her regular schedule for one full day.**

Removal from ISS (Disruptive Behavior): Inappropriate behavior while in In-School Suspension may result in an assignment of Out-of-School Suspension.

### **Out-Of-School Suspension (OSS)**

Suspension of the privilege to be on school grounds, during school hours and/or after school hours for any event, for the duration of the suspension. Assignments may be arranged for and collected by the parent/guardian by requesting work through the school secretary. Work which is requested in the early morning may be collected at 3:30 PM on the agreed upon day. Completed assignments are to be returned for full credit. A school administrator may assign suspension for up to 10 school days at a time. Further disciplinary action may be recommended to the Superintendent for up to 90 days of suspension and/or recommendation to the Board of Education for expulsion.

- Suspended students will not be able to participate in before or after school activities for the duration of their suspension, until they have resumed a full day of regular classes.
- Eighth grade students receiving OSS at anytime during the 4<sup>th</sup> term may not be allowed to attend the eighth grade promotion ceremony at the end of the year.

## Ensuring Positive Learning and Working environment

Jefferson City Public Schools and Lewis & Clark Middle 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.

### Disclaimer

To the extent this handbook conflicts with Board policy, the Board policy prevails.

## PROHIBITION AGAINST BULLYING AND HAZING

### General

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

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

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

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

### Definitions

*Hazing* – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other

stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Bullying* – Is defined by state law as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function or on a school bus. ‘Cyberbullying’ means bullying as defined in this subsection through the transmission of an communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

In order to ensure a healthy and safe learning environment for all, students are asked to report instances of bullying to a teacher or an administrator immediately. Instances of bullying must be reported by district employees immediately, and in no event later than two (2) school days following receipt of a report or personal observation by the employee. The report must be made to the building principal of his/her designee. The principal shall ensure that an investigation commences within two (2) school days of receipt of the report and will conclude within ten (10) days unless the time period is extended for good cause.

The Board prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who make complaints pursuant to this policy; who report prohibited bullying or hazing; and who participate in an investigation, formal proceeding or informal resolution.

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**

### **General Rule**

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

The Board also prohibits:

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

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

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

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

#### **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. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

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

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

#### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

#### **Interim Measures**

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

#### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and

appropriate action to address the behavior, prevent its recurrence and remedy its effects.

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

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

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

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

#### **Definitions**

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

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

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

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

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

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

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

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

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

#### **Compliance Officer**

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

Human Resources Coordinator

Jefferson City Public Schools 315 E. Dunklin Jefferson City, MO 65101

Phone: 573-659-3013

Fax: 573-659-3044

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:

Assistant to the Superintendent of Elementary Education, if an elementary matter

Jefferson City Public Schools

315 E. Dunklin Jefferson City, MO 65101

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

Assistant to the Superintendent of Secondary Education, if a secondary matter  
Jefferson City Public Schools  
315 E. Dunklin Jefferson City, MO 65101  
Phone: 573-659-3015 Fax: 573-632-3460

Chief of Learning Jefferson City Public Schools  
315 E. Dunklin Jefferson City, MO 65101  
Phone: 573-659-3015 Fax: 573-632-3460

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Jefferson City School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. 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.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. 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.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. 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.
13. Perform other duties as assigned by the superintendent.

### **Public Notice**

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

### **Reporting**

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

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 make a grievance to communicate directly with the compliance officer. Even if the potential 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 regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. 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 take action upon finding a violation of law, district policy or district expectations.

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

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

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

### **Investigation**

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

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

### **Grievance Process Overview**

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

### **Filing a Grievance**

Grievances shall be submitted in writing to the compliance officer:

Human Resources Coordinator

Jefferson City Public Schools

315 East Dunklin Jefferson City, MO 65101

Phone: 573-659-3013 Fax: 573-659-3044

## **Grievance Process**

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

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

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

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

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

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

## **Confidentiality and Records**

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

### **Training**

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

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

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

### **SUICIDE AWARENESS AND PREVENTION**

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

#### **Response Plan**

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

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

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

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

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

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

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

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

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the

student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

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

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

### **Confidentiality**

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

### **COMMUNICABLE DISEASES**

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**

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

#### **Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, 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.**

### **504/TITLE II PUBLIC NOTICE**

The Jefferson City Public 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 Public 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 Public 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.

### **NOTICE OF ASSESSMENT PARTICIPATION**

The Jefferson City Public School (JCPS) district administers statewide assessments throughout the school year. These state mandated assessments are only one indicator the district utilizes to ensure that our students are participating in a quality educational program. These assessments also give parents/guardians, or those responsible for the students' education, information to monitor academic progress, and achievements of their child(ren). Information from statewide assessments provides an important benchmark by which we can measure the progress of our students, the effectiveness of curriculum

and instruction, and the impact of educational 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. Additional, student participation is required for the district to remain accountable for student learning under state regulations. Jefferson City Public School Board Policy (IL) requires all students enrolled in the district to participate in every aspect of this assessment program.

The JCPS Board of Education has assigned its Superintendent the responsibility of designing a program to encourage each student to put forth their best effort on all sections of the assessment they are taking. This program shall include, although not be limited to, grade level appropriate incentives and or supplementary work, based on the student's performance. Neither the State Department of Elementary and Secondary Education, nor Board policy, allow students to opt out of participation in statewide assessments.

If there are any questions or concerns by patrons, the current policy is on our website at <https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=117&Sch=117&C=I&F=> and search for Code IL which is the Assessment Program. The revised policy is also available for review by the public at the district office during their business hours.

### **NOTICE OF NONDISCRIMINATION**

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 12<sup>th</sup> Street, Kansas City, MO 64106, telephone (816) 426-7277.

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

Human Resources Coordinator  
Jefferson City Public School District  
315 E Dunklin Street  
Jefferson City, MO 65101  
573-659-3013

## **JEFFERSON CITY PUBLIC SCHOOL DISTRICT - PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri State 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). You may contact the school district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

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

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days.

That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

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

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

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

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

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

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

**ESSA PARENT'S RIGHT-TO-KNOW**

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.

## **JEFFERSON CITY PUBLIC SCHOOLS ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

The school district designates the following items 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 and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; 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: school officials with a legitimate educational interest; 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; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

## **EARTHQUAKE PREPAREDNESS**

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

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

### **Earthquakes in Missouri**

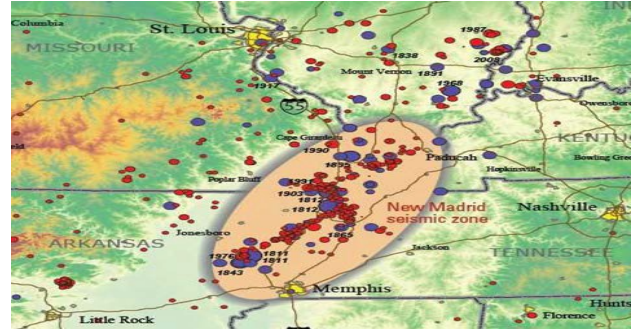
The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature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

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

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

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

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



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

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

#### **BEFORE:**

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

#### **DURING:**



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

#### **AFTER:**

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

*Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455*

*Missouri State Emergency Management Agency*

*PO Box 116, Jefferson City, Missouri 65102*

*Phone: 573/526-9100 Fax: 573/634-7966*

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

