

Capital City High School



Student Handbook

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DISCLAIMER – To the extent this handbook conflicts with Board policy, the Board policy prevails. Please refer to the district website for the most current Board Policy. (<http://policy.msbanet.org/jeffersoncity/>)

SECTION I – INTRODUCTION

Counselor Directory

Counselor	Assignment by Last Name
Jamie Marshall	A-G
Kim Wilkins	H-O
Jessica Schaefer	P-Z
Tim Ritter	Director of Counseling/Virtual Students

Notifications of Publications and Federal Education Rights and Privacy Act (FERPA)

Student Handbook

The School Handbook was prepared for the purpose of giving information about the school to the students, parents, faculty and others living in the Jefferson City School District.

Yearbook

The yearbook portrays student life each year. A fee for each copy will finance the yearbook. It is intended for the enjoyment of all those who wish to recall memories of the school year.

Activity Participation Agreement

A handbook outlining rules and consequences of any extra-curricular activities is given to each participant and must have the signature page returned before a student is eligible to participate. A copy of activity participation rules and guidelines is located on the Jefferson City Activities website.

School Newspaper

The reporting of various activities and interest articles that occur in the Capital City High School setting are covered by local entities.

Student Recognition/Club Recognition

There are periodic media publications listing honor roll students and athletes selected for post-season honors.

Permission to Video/Computer Access Agreement

These agreements will be provided at registration during the student's first school year. Unless it is necessary to make other arrangements, these documents will be used annually by the Jefferson City School District. It is the responsibility of the parents to make the necessary changes and inform the Jefferson City School District immediately.

SECTION II – ATTENDANCE

Regular attendance is important for your academic success; research has shown a direct connection between attendance and academic success. You are expected to attend school regularly and to be on time for the beginning of each class period. The CCHS staff supports families and the effort to have good attendance. One tool we will utilize is an automated call home to inform parents of absences. The state of Missouri mandates that all students are

in attendance at least 90% of the time

ABSENCE NOTIFICATION

Parents/guardians should notify the school if an absence will occur. The reporting procedure is:

- Contact the CCHS attendance office at 659-3286 from 8:10-4:00 (voicemail is no longer an option for absence reporting).
- E-mail attendance.cchs@jcschools.us.
- Fax (573-556-8530) or provide medical or court documents for excusing an absence.
- Contact your student's principal by phone or email if an absence will be for 3 or more days in a row.

ACTIVITY PARTICIPATION

Students must be in school the entire day to be eligible to participate in any student activities scheduled on that day (practice or competition). The following is an excerpt from MSHSAA By-Law 212: If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. (SEE ACTIVITIES section for details).

CLASSIFICATION OF ABSENCES

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

Documented Excused absences include:

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

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

HOMEWORK AND MAKE-UP WORK PROCESS AND PROCEDURES

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

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

*****If students lose makeup privileges, they can attend after school detention and/or Saturday school to make up missing assignments.**

PART-TIME STUDENTS AND STUDENTS WITH OFF-CAMPUS ASSIGNMENTS

Students are to leave school grounds immediately following their last block unless under the supervision of school personnel. Late starting part-time students are to report to the cafeteria no earlier than 10 minutes prior to their first class and remain there until passing time begins. Students should not remain in vehicles once on school grounds.

TARDIES

An effective tardy policy must be designed to make the most efficient use of the instructional day for all students. To this end, having students in class is key to educational success. To encourage students to be on time to class, and discourage time out of class, the tardy policy and procedure for Capital City High School will be utilized.

External Tardy Process

Students who are tardy to 1st block will report to the office, sign in and get a pass to class. Students must show a valid school ID when reporting to the designated area in order to receive a pass to class.

Action taken to encourage on time behavior will be as follows for each 9-week term

Tardy 1-3 (Tardy logged, warning given)

Tardy 4 (Tardy logged, warning given, parent notified)

Tardy 5 (Tardy logged, student is assigned 1 Lunch Detention, parent notified)

Tardy 6 (Tardy logged, student is assigned 1 Lunch Detention, parent notified)

Tardy 7 (Tardy logged, student is assigned 1 Lunch Detention, parent notified)

Tardy 8 (Tardy logged, discipline referral, student assigned a Saturday Detention or 1 day of ISS, parent notified)

Tardy 9 (Tardy logged, discipline referral, parent notified, student is assigned 1 day of ISS)

Tardy 10 or more (Tardy logged, discipline referral, parent notified, student referred to administration for further disciplinary action)

***Loss of privileges including parking spot for the remainder of the school year, school dances for that term, admittance to after school activities for that term

Internal Tardy Sweep Process

Students who are processed through tardy sweeps to blocks 2, 3, 4, and 5 will report to the designated area to get a pass to class. Students must show a valid school ID when reporting to the designated area. Teachers who are on plan time will sweep students to specific locations by floor.

Students will report to class with a specific tardy pass from the sweep process. Classroom teachers are to collect the pass upon student entry. Teachers, who are concerned with the discrepancy in the allotted time between process and return to class, should contact administration.

***There are no passes out of class for the first 10 minutes of each period. The exception is not the rule; therefore, professional discretion will be used for extenuating circumstances.

Action taken during tardy sweeps to encourage on time behavior will be as follows for each 9-week term

Tardy 1-2 (Warning)

Tardy 3 (Parent Contact, Warning, email or phone call)

Tardy 4-6 (Parent Contact, Assign 1 After School Detention)

Tardy 7 (Parent Contact, Assign 1 After School Detention)

Tardy 8-10 (Parent Contact, Assign 1 After School Detention)

(Tardy 11-12) Parent Contact, Assign Saturday School or 1 Day of ISS

(Tardy 13) Parent Contact, Assign Saturday School or 2 Days of ISS

(Tardy 14) Parent Contact, Assign 1 day at SSC

(Tardy 15-18) Parent Contact, Assign 2 days at SSC

***Loss of privileges including parking spot for the remainder of the school year, school dances for that term, admittance to after school activities for that term

SECTION III – ACADEMICS

A+ SCHOOL STUDENT FINANCIAL INCENTIVE PROGRAM

The Department of Elementary and Secondary Education designates Capital City High School as an A+ High School. This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible, students must:

- Be a U. S. Citizen, permanent resident, or lawfully present in the U.S.
- Sign an A+ Agreement Form with your high school prior to graduation.
- Attend a designated A+ School for two years and has graduated from such a school. (If one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school and meet all of the other high school eligibility requirements.)
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.*
- Have achieved a score of proficient or advanced on the Algebra I end-of-course exam. If you meet all of the eligibility requirements except the end-of-course exam requirement, you may establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test. The Missouri Department of Higher Education will announce the qualifying ACT scores annually. For 2018-2019 school year: A score of 17 on the math ACT with a cumulative GPA of 2.5, a score of 16 on the math ACT with a cumulative GPA of 2.8 or a score of 15 on the math ACT with a cumulative GPA of 3.0 will meet the assessment requirement for A+. The scores have not yet been set for the 2019-2020 school year, however, no changes are anticipated, (8/8/19)

The tuition incentive will be made available only after the student has made a documented good faith effort to first secure all available post-secondary student financial assistance funds that do not require repayment. The tuition incentive will only be made available to reimburse the unpaid balance of the cost of tuition and fees.

The student financial incentive program is dependent upon Capital City High School maintaining A+ designation and the Missouri Department of Higher Education receiving the state appropriation from the Missouri General Assembly.

* Per school board policy, any student who receives an out-of-school suspension during the four-year period will be ineligible for A+. Contact Cameron McDaniel, A+ Coordinator, 659-3286 or cameron.mcdaniel@jcschools.us, if you have further questions. For more information, please visit the CCHS A+ website (<http://www.jcschools.us/domain/3321>) or the Missouri Department of Higher Education A+ website. (<http://dhe.mo.gov/ppc/grants/aplusscholarship.php>)

ACADEMIC INTEGRITY

Whenever a student is observed or suspected of cheating, the teacher shall collect the student's work, call the student's parent, and conference with administration to determine a plan of action with the teacher. Academic and disciplinary consequences are outlined further within the Jefferson City student code of conduct guidelines

ACADEMIC PLANNING GUIDE

Each school year the Counseling Department develops the Academic Planning Guide. The guide provides descriptions of courses offered and other pertinent information to a student's academic success including: potential prerequisites, course requirements, and/or unique obligations for individual courses.

(<https://www.jcschools.us/domain/3321>)

ACHIEVEMENT LIST

All Students earning a B average on term coursework during each individual term will be eligible for the honor roll. Part-time and homebound students are eligible. Students may fail a class and still be eligible. E2020 coursework will be included in GPA calculation. The honor roll will be calculated, posted at the school, updated on the website and provided to local news outlets.

Honor Roll	Minimum GPA
A	3.667
B	3.000

ACT/WORK KEYS AT DISTRICT EXPENSE

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

ASSESSMENTS IN PREPARATION FOR POSTSECONDARY EDUCATION AND WORK OPPORTUNITIES.

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

COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY

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

CREDIT RECOVERY

The E2020 program offers students an opportunity to recover credit for failed classes or to take enrichment courses through computer-based instructional programs. This program is Internet-based and allows students to work independently.. Students will be able to complete work both at school and outside of school. All assessments must be completed in a proctored environment as determined by staff member designated to oversee online learning.

DIPLOMAS

Students may earn a standard diploma or a college preparatory certificate. The standard diploma will require 25credits for Freshmen and 26 Credits for Sophomores, including credits required by the State Board of Education. The college preparatory certificate will require credits by the State Board of Education and includes four credits of English, mathematics, science and social studies; two credits in world language; a cumulative grade point average of 3.5 or higher; and a rating of proficient or advanced on two of three EOC tests administered at the high school level. **Students who demonstrate achievement of the standards of excellence in one or more subject areas will have the opportunity to apply for a departmental "Seal of Excellence" award. Information regarding the application process, as well as specific departmental requirements can be found in your Academic Planning Guide.

EARNING CREDIT

1. The superintendent or designee is directed to assign credit values for courses offered by, or through, the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Jefferson City School District recognizes units of credit obtained through correspondence courses and courses delivered primarily through electronic media (such as satellite video, cable video or computer-driven online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.

3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit will be counted toward meeting the elective requirements for graduation and for meeting the district requirements, but it will not be counted toward the minimum number of credits required by the State Board.
4. The district may waive up to one unit of academics credit in communication arts, math, science and social studies, whichever is most appropriate, for students who successfully complete an eligible career/technical program.
5. Students may earn credit by other means as approved by the Board and in accordance with law

END OF COURSE EXAMS (EOC'S)/ACT

End of Course Exams will take place at the completion of the following courses: Algebra 1, Algebra II, English I, English II, Government, and Biology. Any student classified as a homebound and/or a part-time student is required to take the EOC test and/or tests as well. As part of the Department of Elementary and Secondary Education testing program, all juniors will take the ACT and sophomores will take the Pre-ACT tests.

REQUIRED STATE ASSESSMENTS

High School

Test Name	Statutory Requirement	Subject	Length	Testing Window	Result Distribution
End of Course (EOC)	Outstanding School Act and ESSA	Algebra I	Session 1: 90–110 minutes Session 2: 90–110 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	English II	Session 1: 100–120 minutes Session 2: 90–110 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	Government	60–80 minutes	December Annually; April – May Annually	Fall of the following year.

End of Course (EOC)	Outstanding School Act and ESSA	Biology	55–60 minutes	December Annually; April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	Algebra II	Session 1: 90–110 minutes Session 2: 90–110 minutes	December Annually; April – May Annually	Fall of the following year.
MAP-Alternate (for students with cognitive disabilities)	Outstanding School Act and ESSA	ELA, Math Science Grade: 11	Embedded in instruction	Sep -Dec Feb – May Annually	Fall of the following year.

GRADE LEVEL CLASSIFICATION

Once entering the 9th grade, student grade level is classified by the number of credits earned. Students classified as freshmen must have passed 6.0 credits by the end of the summer term to be eligible to register at Capital City High School. Below are the grade classification requirements:

Class	Prior to beginning of year
Credits necessary to be a sophomore	6
Credits necessary to be a junior	12
Credits necessary to be a senior	18
Credits necessary to Graduate	26 grad class of 2022 25 grad class of 2023 and beyond

*4th-year students must have a graduation plan in place.

GRADE POINT AVERAGE

SUM(GPA Value X GPA Weight)/SUM (GPA Weight)

SUM (GPA Value for A * GPA Weight for A)	$(4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) = 20$
SUM of GPA Weights for A	$1 + 1 + 1 + 1 + 1 = 5$
Calculate GPA	$20/5 = 4.0 \text{ GPA}$

GRADE REPORTING

A progress report of grades will be issued periodically throughout the term. The 18-week grade reports are an accumulation of grades through the semester and are intended to reflect the total amount of work completed to that period of time. ALL GRADES ARE INCLUDED IN THE CLASS RANK AND HONOR ROLL. Semester grades are entered in the student's permanent record. The following grade scale is used:

Letter	%	GPA	GPA for Weighted
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Grade			Courses
A	93 – 100	4.000	4.333
A-	90 – 92	3.667	4.000
B+	87 – 89	3.333	3.667
B	83 – 86	3.000	3.333
B-	80 – 82	2.667	3.000
C+	77 – 79	2.333	Advanced Placement (AP) and Pre-AP courses are weighted. The weight will be 0.333. Only grades of B- and above will be weighted.
C	73 – 76	2.000	
C-	70 – 72	1.667	
D+	67 – 69	1.333	
D	63 – 66	1.000	
D-	60 – 62	0.667	
F	59 & Below	0.000	

GRADUATION (EARLY)

JC Schools Board Policy IKFA

Students who wish to graduate early must have successfully completed a minimum of six semesters at the secondary level and will be required to meet with a guidance counselor and submit written notification to the principal. The counselor will notify the student’s parents or guardians of the student’s decision if the student is a dependent. The student will receive a diploma if the student has met the Jefferson City School District’s graduation requirements. Any exception to the minimum six-semester completion requirement of early graduation must be granted by the Board of Education.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumni for all other activities.

Students who fail to complete their plan for early graduation and must return the following semester will be required to participate in a full academic schedule as outlined in board policy and campus procedures; the principal or designee must approve any exception.

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

GRADUATION REQUIREMENTS

JC Schools Board Policy IKF

The Board of Education for the Jefferson City School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following requirements in order to graduate from the Jefferson City School District, unless the stated exceptions apply. The student must:

1. Complete a total of 25 credits for Freshmen and Sophomores, and 26 credits for Juniors, including credits required by the State Board of Education. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course that meets for at least 7,830 minutes a year. Half and quarter units of credit may be earned for courses meeting proportionately fewer minutes.
2. Pass proficiency exams concerning American History, American Institutions, Provisions and Principles of American Civics, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Jefferson City School District's educational program between the ninth and

twelfth grades.

5. Effective as of the 2014–2015 school year, have taken the ACT examination as a junior in high school or other equivalent examination as otherwise provided by state law or the Missouri Department of Elementary and Secondary Education (DESE).
6. CPR Instruction (Section 170.310, RSMo): Graduates from any public school district or charter school must have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. As required by law, instruction shall be included in the district or charter school's existing health or physical education curriculum. Instruction shall be based on a program established by the American Heart Association, the American Red Cross or through a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines.

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above. Eligibility for graduation of students enrolling after their seventh semester shall be determined by the high school administration, based upon the standards established above, and in the policy on Assignment of Students to Grade Levels/Classes (JECC).
3. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades 9–12.
4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
5. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.
6. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Jefferson City School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit will be counted toward meeting all graduation requirements, including state minimum requirements.
4. The district may waive up to one unit of academic credit in communication arts, math, science and social

studies, whichever is most appropriate, for students who successfully complete an eligible career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Additionally, upon the development and implementation of the required policy by DESE, the district will grant such credit as may be required by law for completion of a district-approved agriculture or career and technical education course for any communication arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made where the course for which the agriculture or career and technical education course is being substituted requires an end-of-course statewide assessment. The credit cannot be substituted for any course that requires a statewide end-of-course assessment. The policy required under this section shall be in addition to the optional waiver of one unit of academic credit for a three-unit career and technical program of studies.

5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
6. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

Students who graduate prior to 2020 will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law. Commencing in 2017, students may earn a standard diploma or a college preparatory diploma. The standard diploma will require credits as specified herein above, including credits required by the State Board of Education. The college preparatory diploma will require credits as set forth herein above for the standard diploma, including credits required by the State Board of Education and include four credits in English, mathematics, science and social studies; two credits in world language; a cumulative grade point average of 3.5 or higher; and a rating of proficient or advanced on two of three Missouri Assessment Program tests administered at the high school level.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Jefferson City School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Jefferson City School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Jefferson City School District will use best efforts to allow the student to graduate by the end of the senior year.

Foster care students will be awarded a diploma in accordance with law and Board policy.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

Advanced Placement at the College Level

Advanced placement or AP courses are intended to engage students in rigorous courses of study in preparation for the academic rigors of college and university. Upon completion AP course may possibly eliminate an introductory college course, or enhance the pupil's standing in other courses when he or she enters a college or university program. Courses are available at CCHS in the areas of mathematics, science, English, modern foreign languages, specific skills in business education, and social studies. While advanced placement courses are valuable in many ways, your student's college or university policy will determine whether or not they are accepted for college credit, for prerequisite waiver, or provide other academic advantages.

* * * * *

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

HOMEBOUND INSTRUCTIONAL SERVICES

Homebound education is determined by school-district personnel following submission and approval of a completed application. Students should not be on school property during the school day unless they are under the direct supervision of school staff.

HOME SCHOOLING

JC Schools Board Policy IGBI

In lieu of regular attendance in the Jefferson City School District, a child may be excused from compulsory school attendance if the child is provided with home schooling as authorized by Missouri law. Any alleged violation of compulsory education law shall be referred to the prosecuting attorney of the county where the child legally resides.

INFINITE CAMPUS/GRADE TRACKING

Capital City High School maintains student grades through the web-based student information management system, Infinite Campus. Parents/Guardians and students may track academic progress by accessing Infinite Campus through the Parent Portal. Information to access the Parent Portal can be found on the district website at <https://jeffersoncitymo.infinitecampus.org/campus/jeffersoncity.jsp>. Capital City High School will NOT be mailing home hard copy progress reports during the 2020-2021 school year.

ONE-TO-WORLD TECHNOLOGY

Capital City High School is a one-to-one technology school. Each student is issued a school electronic device to be used to enhance instruction in the classroom. Specific instructions and regulations for use of devices can be found in the “[One-to-World Handbook](#)” available in the administrative offices and on the district website. Students are expected to have it available and ready to use as directed by teachers and teaching staff.

RECOGNITIONS/SCHOLARSHIPS/AWARDS

Students at CCHS are eligible for a variety of recognitions, scholarships, and/or awards. Please refer to your Academic Planning Guide or speak with your counselor to find more information.

REGAINING CREDIT

A student may regain credit for year-long courses only when semester one credit is lost and the student’s semester two grade is passing AND the average between semester one and semester two is a passing score (59.5%). If a semester one credit is recovered, the transcript will still contain the letter grade of the F earned and cannot be removed/replaced; however, an asterisk will denote credit regained at the end of the school year. Please note this is only for credit lost during semester one and students must pass semester two in order to be eligible.

*.50 credit courses (semester long) are not eligible

SCHEDULE CHANGE

A student’s schedule may be changed for the following reasons only:

1. Computer error
2. Prerequisite courses not met
3. Duplicate credit
4. Education team recommendation that the student is misplaced

*All semester 1 changes should be made before the semester begins.

*Semester 2 schedule changes will be made before the semester begins.

*Schedule changes can be made for other reasons at the discretion of the building administrator.

*All schedule changes will be made by an administrator.

Requests for class changes will NOT be considered for the following reasons:

1. Change of student interest;
2. Negative effect of course grade on GPA
3. Unnecessary for graduation

Schedule changes must be made before the semester begins. Beginning on the first school day in December students may request changes in Term 3 and Term 4 schedules. All changes must be made prior to the beginning of the semester.

In the event that a schedule change may be considered, the student's academic effort will be reviewed using the following (but not limited to) criteria: Has the student spoken with the teacher, collaborated on a plan to be successful, and followed the plan? Has the student made an effort to complete all assignments, projects, and tests for the course? Has the student taken advantage of any/all retesting options available to him/her? Has the student attended tutoring? Has the student's academic efforts been commensurate with the level of difficulty the student is encountering?

SCHOOL ISSUED TECHNOLOGY

School issued technology is available for students to check out on a limited basis depending on availability. School technology is distributed from school on a daily basis; "borrowed" devices are not to be taken home. Students are required to use all technology checked out to them within the parameters of district technology usage policy. The student will be charged the replacement cost for lost or damaged property. Questions should be referred to the designated assistant principal.

TEXTBOOKS

Textbooks are loaned to students. Textbook numbers are recorded each term by the teachers, and the student is responsible for the care of the books checked out to him/her and should not share or loan his/her book(s) to other students. The student will be charged the replacement cost for lost or damaged books or property. Questions should be referred to the designated assistant principal.

WITHDRAWAL FROM SCHOOL

When moving to another community or withdrawing from school with no intention of returning, you must contact your counselor. It is necessary for all books and materials that belong to CCHS including technology and IPADS be returned or you will receive a bill for those materials

SECTION IV – ACTIVITIES

ACTIVITY PARTICIPATION (SCHOOL ATTENDANCE POLICY)

Students must be in school the entire day to be eligible to participate in any student activities scheduled on that day (practice or competition). The following is an excerpt from MSHSAA By-Law 2.12: If a student misses classes without being excused by the principal or his/her designee, the student shall not be considered eligible to participate on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. MSHSAA participants must refer to the Activities Participation Policy.

****Notification Procedures****

- A student or parent may make arrangements for an absence prior to by calling or emailing the CCHS Activities Office at 691-6206 or kim.brundage@jcschools.us
- It is at the Activities Director or Principal's discretion as to whether an absence will be approved for eligibility purposes.
- Students called out from assemblies will not be given approval
- Notifications the day of an absence may not be approved.

CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES

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

1. Students must be considered a credible citizen and in good-standing within the classroom, school and community.
2. Students must be drug, alcohol, and tobacco-free.
3. Students must display good sportsmanship at all times.

4. Students are encouraged to support their activity through regular attendance, active participation and proper conduct.
5. Students shall abide by all rules and guidelines established by club, organization, or team constitution or charter.

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

****MSHSAA Citizenship Requirements****

- A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs etc.) or special condition of probation (restitution, community service, counseling, etc.) has been satisfied.
- Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standard. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery pending review by the Board of Directors

CLUBS, ORGANIZATIONS & TEAMS

CCHS has many clubs and organizations in which students can be involved and we encourage each student to take part in areas that interest them. Those opportunities exist to provide a more enriching high school experience. Your involvement will help you enjoy high school more and the experiences will help further prepare you to be successful in the years to come. Any teacher, principal, or counselor will be glad to discuss options that you may wish to consider. We hope you take part in at least one organization outside of class. You will be glad you did.

*Certain clubs/ organizations may be building specific with certain criteria.

*All flyers and posters from clubs, organizations and teams must be approved by the activities department. Posting procedures will be explained as part of the approval process.

CLUB REQUIREMENTS

To be recognized as an active club, each club must meet the following minimal requirements:

1. Present a list of club members to Student Council Sponsor (date to be announced).
2. Conduct one meeting of the membership each term.
3. Conduct one school service activity per school year.
4. Conduct one community service activity per school year.
5. Two recruiting drives per year at registration and one open house/parent teacher conference

Forming a new Club

1. A student wanting to start a new club must, along with a minimum of 20 other interested students, find a sponsor who is interested in helping the students form the desired club.
2. These students, along with the sponsor, will then approach the principal with a written nomination stating their desire to form a new club with a copy of their proposed charter or constitution.
3. The Student Council will then submit the proposal to the principal/designee.
4. With approval of the principal/designee, the club may be formed.

COURT GUIDELINES

All courts are sponsored by CCHS and it is an honor and privilege to be selected to represent the school and entire student body. Students nominated for this honor must meet academic, behavioral, and attendance standards. All court arrangements are under the supervision of the designated sponsor.

Homecoming Court (B/G):

1. Each CCHS student may nominate one CCHS girl as a queen candidate and/or one boy as a king candidate; any girl or boy elected to any one court is no longer eligible for any other court nominations for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. The student body will have the opportunity to vote for one candidate from the top five to be king/queen.

Winter Sports Court (B/G):

1. Each CCHS student may nominate one CCHS girl as a queen candidate and/or one boy as a king candidate; any girl or boy elected to any one court is no longer eligible for any other court nomination for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. The student body will have the opportunity to vote for one candidate from the top five to be king/queen.

Prom Court (G):

1. Each CCHS student may nominate one CCHS girl as a queen candidate; any girl elected to any one court is no longer eligible for any court nomination for the remainder of the school year.
2. The student body will have the opportunity to vote for five candidates from the top ten students with the most nominations.
3. A panel of judges selects the queen based on interviews with the five candidates who received the most votes.

DANCES

Attending school dances is a privilege, students can lose the privilege if they are not good citizens; have excessive violations of school guidelines; outstanding discipline; or outstanding fines and/fees. Students will be denied attendance to any school dance if the day before the dance, a student is not in attendance the full day or is not in good standing. Students must have at or greater than 90% attendance in order to attend any school dance as calculated the day prior to ticket sales.

Dances begin at 8:00 PM and are over by 11:00 PM.; no one will be admitted to the dance after 9:00 PM. Student I.D.'s are required for CCHS students. Students will be required to submit to a breathalyzer test. Students who do not drive must have transportation to and from the dance and must be off school property within 20 minutes of the dance conclusion. Students on property after this time may face disciplinary consequences. Dress for each dance will be determined by the sponsoring organization with approval of the administration. The CCHS Dress Code may apply.

CCHS students may bring one guest to a dance. Registration guidelines are as follows.

- Determined to be a good citizen as authorized by a school administrator by posted due date.
- 9th Grade or above
- Age not to exceed 20 years
- Guest application form must be completed
- Copy of photo ID with visible birth date (must also be presented upon entrance)
- Guests must enter and exit the dance with the CCHS student.

EVENT ATTENDANCE

Students in grades 9-12 are encouraged to present their student ID to gain entry into any school activity. In order to use your activity pass, you must present your ID stamped with activity pass.

NATIONAL HONOR SOCIETY (NHS)

Students may be accepted into CCHS NHS during their sophomore or junior years. Initial consideration is limited to those sophomores with a cumulative GPA of 3.75 or higher and juniors with a cumulative GPA of 3.6 or higher who have been enrolled for at minimum one semester. Students meeting the GPA requirement will be afforded the opportunity to complete a Candidate Information Form. The NHS Faculty Council will then review all properly completed forms and select those candidates who exemplify service, leadership and character.

Maintaining NHS Membership Status

- Enrolled full-time
- Maintain a minimum cumulative GPA of 3.5.
- Complete 20 hours of Service Learning per term.
- Participate in both Fall and Spring Service Projects
- Considered a credible citizen and in good-standing within the classroom, school and community

- Pay annual membership dues of \$10

STUDENT COUNCIL

The CCHS Student Council is very active in representing the student body of CCHS. The Student Council sponsors and encourages student participation in many activities throughout the school year.

The Student Council Election Committee is responsible for the election of student body and class officers. Student body elections are held during term 4 in order to elect a president, vice-president, secretary, and treasurer. Students wishing to become a candidate must have a GPA of 3.0 or higher, must be a current member in good standing in Student Council, and submit a petition to the Student Council Advisor that includes:

- Principal's signature
- Teacher signature
- Student Council Advisor signature and,
- Signatures of 50 classmates.

Students may pick up petitions from the Student Council Advisors at candidates meetings that are held in March. The number of candidates for each office shall be narrowed to three (3) by primary election.

Class elections are held after the student council elections during term 4. The outgoing freshmen, sophomores, and juniors shall elect their class officers for the next school year. All class officers serve a term of one school year. Students wishing to run for an office must have a GPA of 3.0 or higher and submit a petition to the Student Council Advisor that includes:

- Principal's signature
- Teacher signature
- Student Council advisor signature and,
- Signatures of 50 members of his/her own class.

The candidates elected are president, vice-president, secretary and treasurer.

SECTION V – DAILY OPERATIONS

ACADEMIC SUPPORT

Students are afforded numerous opportunities for academic support.

- Arrangements with classroom teacher for before or after school.
- A limited number of academic labs are available during Cavalier Time
- Students identified as struggling by the teacher and administration will be required to attend academic tutoring during Cavalier Time..

ASSEMBLIES

Our assemblies are designed to be positive, relevant and educational; while recognizing the hard work, talents, and achievements of our classmates and community. Assemblies are scheduled periodically throughout the year and students, present at school, are expected to attend.

AUTOMOBILE REGULATIONS (Student Parking)

Purchase of a parking permit provides a CCHS student the privilege of parking in designated lots in the spot assigned to them. The cost of this permit is \$40.00 annually. Students must turn in an application to the appropriate school official. Applications from juniors and seniors will be accepted during registration on a first come, first served basis. Parking spots will be assigned on a random basis with seniors placed first, and then juniors. Any senior or junior applying for spots after registration but prior to the first day of school will be assigned if space is available.

Illegal parking or violations of any of these expectations may result in the revoking or suspending of parking privileges (no refund), parking ticket, disciplinary referral, vehicle immobilization or towing of vehicle.

- Your parking tag that matches your parking spot number must be visible on rearview mirrors at all times. Note: Replacement tags can be purchased for \$10.
- You may not lend, sell, or give your tag/spot to another driver.
- Any parking spot not used for more than 5 days of a term, without being reported to the parking monitor, may result in the spot being reassigned by administration with no refund.
- No loitering in the lot. This includes before and after school.
- No loud music or dangerous driving.
- No going to the parking lot during school hours without a pass from school staff member.
- Second suspension for any reason or any single suspension due to drug or alcohol use, possession, or sale will result in removal of parking privileges with no refund.
- Any student that is tardy 10 times to school in a term will have their spot revoked.

Capital City High School may utilize a vehicle immobilization device (“boot”) in cases of repeat or wanton disrespect of the parking lot regulations set forth by the school. Capital City High School is not responsible for any damage caused to vehicles by attempting to drive with the vehicle immobilization device. Parkers are responsible for any damage caused to the immobilization device.

BUS CONDUCT GUIDELINES

All school rules apply on the bus, the bus stop, and within the vicinity of the bus stop; infractions will be treated as if they occurred at school and the student will receive appropriate consequences. Each student intending on riding a bus will be required to sign an agreement of understanding of safe conduct. Riding the school bus is a privilege. This privilege can be revoked.

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 the 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.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances or other instances that prevent us from being able to occupy a school building such as power/water outage, etc. Every practical means is used to notify parents of an impending cancellation including phone call, email and text message to contact information included in official parent records via our mass notification system. Information about cancellations will also be posted to district social media accounts (Facebook and Twitter), to the district website (www.jcschools.us), to the district mobile app, and will be distributed to local news media including the Jefferson City News Tribune, KCRG-TV-CHANNEL-13, KOMU-TV-CHANNEL 8, and KMIZ-TV-CHANNEL 17.

CELL PHONE AND PERSONAL ELECTRONIC DEVICES

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and

security of those devices. Headphones or ear buds will need to be stored securely and should not be worn

during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

CHANGE OF ADDRESS, WORKPLACE, OR PHONE NUMBER

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

CRISIS MANAGEMENT

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

DISPLAYS OF AFFECTION

Students are to refrain from inappropriate displays of affection while on school premises or in the course of school related activity. Holding hands, side-by-side, is the limit of public display of affection allowed.

DRESS CODE

(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. Further, 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.*****

• **Face Mask: Due to COVID-19 Pandemic**

- Please refer to JC Schools re-entry plan for more details..

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.

DYSLEXIA SCREENING

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

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS

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

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

EMERGENCY PROCEDURES

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

Fire:

1. Calmly and quietly exit classrooms under the direction of the teacher.
2. Close and lock classroom doors.
3. Proceed to the designated stairwell and/or exit.
4. Exit the building and proceed to designated meeting point a safe distance from the building.
5. Take attendance and display appropriate indicator card.
6. Remain at meeting point until the "All Clear" is sounded.

Tornado

1. Move quickly and quietly to assigned safe area.
2. Close and lock classroom doors.
3. Assume duck and cover position on the interior walls of hallways or under desks and tables within classrooms.
4. Take attendance and display appropriate indicator card.
5. Remain in position until the "All Clear" is sounded

Earthquake

If Inside:

1. Calmly and quietly seek shelter under desks, tables, or benches. If possible cover head with coat or other clothing to protect from falling debris.
2. If no shelter is available; get inside a doorway or crouch against an interior wall away from windows and glass.

3. Open doors
4. Take attendance and display appropriate indicator card.
5. Stay put until given further instructions by administration or emergency personnel.

If Outside

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

Lockdown

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

FUNDRAISING

Any group or class seeking to fund raise must submit an application to the Activities Office for approval. This is a very sensitive area; abuses could result in the loss of fundraising privileges.

LANYARDS & STUDENT IDENTIFICATION CARDS (ID's)

Students are required to have their student ID in their possession at all times while on campus or at a school sponsored event. ID cards are not to be defaced or altered in any manner. Students will also need to have their ID with them to gain access to some school sponsored activities and events and at the request of a staff member. Failing to present or display your ID card may result in school discipline.

LIBRARY

The library is open from 7:45 am - 4:00 pm. Students may check out 3 books at a time for a 3 week loan period. Books may be renewed online or through the library. Email notices are sent every Tuesday morning for any overdue books and/or fines. Fines are \$.05/day per book up to \$3.00/book. Students are able to check out books from other district locations through interlibrary loan. Ebooks and audiobooks are also available to students as well as online databases.

LUNCH

This is a closed campus and students must stay at school during the lunch periods. Deliveries of “takeout” food to students during lunch will not be allowed without prior administrative approval. The cafeteria area is large enough to accommodate everyone at each lunch period. Students must remain in their seats in the cafeteria. Following dismissal from the cafeteria, students are to return immediately to their class.

Students are subject to disciplinary action if cafeteria procedures are not observed. Trays, drinks, or food items are not to be removed from the cafeteria. Because classes are in session during your lunchtime, students must stay out of the halls where classes are in session. Students creating unnecessary noise or in closed halls are subject to disciplinary action. Visitors are not allowed during lunch.

All lunch shifts - Students must remain in the cafeteria at all times. Permission to leave the lunchroom must be given by the lunchroom supervisor. Student's are not permitted to eat lunch in classrooms at anytime.

The cafeteria staff reminds students that they may NOT CHARGE their meals. The staff makes every effort to let students know their current lunch balances beginning at \$10.00. On the website mySchoolBucks.com, guardians can check student's account balances at any time and can also make deposits to their accounts. One item to note is that there is a \$2.49 charge for deposit transactions and the monies take 24 hours before being posted to the account. If paying by check, it can take up to 14 days before the money is received. We ask you to please plan ahead. A low balance alert can also be set up on your mySchoolBucks.com account. Guardians will receive an email when their students reach the “alert amount” specified by the guardian.

OFF-LIMIT AREAS

Off-limit areas include, but are not limited to, streets, parking lots, or cars. During a student's lunch, the only place students are authorized to be in is the cafeteria. Students are expected to enter the building when they arrive on campus, stay in the building the entire school day, and to leave campus when the school day is over (unless accompanied by a school faculty member).

PERSONAL PROPERTY

Students bringing personal property items to school do so at their own risk and are responsible to secure the item from theft or loss. A student using these items without permission is subject to discipline consequences.

RELEASING STUDENTS

The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. Refer to District Notices and Policies "Dismissal Precautions" on page 29 of the handbook.

SCHOOL DAY EXPECTATIONS

Students are not to loiter on school property or on the streets and residential areas, adjacent to the school. This restriction includes school hours as well as the times students are arriving and departing from school or from school-sponsored activities. When students arrive at school by personal transportation, they must immediately come into the building..

SCHOOL MESSENGER

Jefferson City School District provides parents/guardians and students phone and e-mail alerts about important announcements, changes to schedules, and cancellations through the School Messenger system; all families are automatically registered for this service. Telephone numbers and email addresses provided during registration are used to direct all relevant information; contact information is pulled from Infinite Campus.

SCHOOL NURSE

The nurse's office is open from 8:10 AM to 4:00 PM to see students feeling ill or in need of taking prescribed medications. Students are to have a pass from their teacher or the office and their Student ID to be permitted into the nurse's office except in the case of emergency. Additional information regarding school nurse information can be found at <https://www.jcschools.us/Page/9042>.

INFLUENZA HEALTH INFORMATION

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

GENERAL HEALTH INFORMATION

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

- *Fever of 100.4 degrees or higher

- Excluded for 24 hours with Dr. note for a diagnosis that is not related to respiratory illness, influenza, or COVID-19
- Excluded for 72 hours without Dr. note for diagnosis verification
- *Vomiting
- *Diarrhea
- Untreated Ringworm
- Undiagnosed rashes
- Red, inflamed eyes (pink eye) – excluded until diagnosed and treated for 24 hours with antibiotic drops
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Head Lice (excluded, until properly treated)
- Scabies (excluded until appropriate medical treatment)
- Fainting Spells
- Common childhood diseases - State Regulations
- Chicken pox (excluded until rash is crusted over)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

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

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

Medication

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

1. Do not send medicine to school unless it is absolutely necessary.
2. First dose of a new medication will not be administered at school
3. Medications prescribed (or given) three times a day should be given at home: before school - after school - at bedtime.

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

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

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

Immunizations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri Immunization Law (MO State Law 19 CSR 20-28.010; sections 167.181 and 210.003) or unless a signed statement of medical or religious exemption is on file at the school. For further information regarding medications and immunization please visit <https://www.jcschools.us/Page/9042>.

SCHOOL RESOURCE OFFICER

A School Resource Officer (SRO) is provided to CCHS through an agreement between the Jefferson City Police Department and JC Schools. The SRO helps school officials in creating a safe learning environment, making presentations, advising, and counseling students.

STUDENT DISCIPLINE CONSEQUENCE GUIDELINES

Lunch Detention (LD)

1. If eating, get in line immediately and get lunch.
2. Report to the supervisor to sign-in.
3. Sit in assigned seat until dismissed by supervisor.
4. Clean area and properly dispose of any trash and food tray.
5. Failure to serve lunch detention may result in further disciplinary consequences.

Detention (After School)

Take all necessary supplies to the detention (art supplies, paper, textbooks, pencils, pens, calculator, library book, etc.)

1. You will be engaged in learning activities the entire time.
2. No personal electronics permitted (except calculators for schoolwork).
3. Students must remain in the classroom for the entire time.
4. If you are unable to serve detention on the assigned date, you must see your principal before the assigned date to reschedule the detention.
5. Failure to follow conditions of detention may result in further consequences and will result in no credit for time served.

In-School Suspension (ISS)

Students are assigned to ISS by a principal. Students assigned to ISS will report to the ISS room.

1. The tardy policy will apply to ISS/students.
2. Refer to the student handbook for activity participation during ISS assignments.
3. You may be released from ISS to attend class with prior principal authorization.
4. You will be engaged in learning activities the entire school day.
5. Take all necessary supplies to the ISS room (art supplies, paper, textbooks, pencils, pens, calculator, library book, etc.)
6. No personal electronics permitted (except calculators for schoolwork).
7. Only water in a clear bottle will be permitted.
8. Failure to follow ISS/ expectations and/or removal from ISS may result in further disciplinary action.

Student Suspended Classroom (SSC)

Students may be assigned to SSC as opposed to Out of School Suspension (OSS) at the discretion of building administration and availability.

Out-of-School (OSS)

Students are given OSS by a principal or superintendent. Students given OSS are not to be on campus or attend school activities for the length of their suspension. Students will earn full credit for all submitted assignments during a suspension.

Saturday Detention

Students are assigned Saturday Detention by a principal.

1. Arrive in the designated location by 8:00 am.
2. Bring all necessary supplies (art supplies, paper, textbooks, pencils, pens, calculator, library book, etc.)
3. You will be engaged in learning activities the entire time.
4. No personal electronics permitted (except calculators for schoolwork).
5. Dismissal will be at 11:00 am; and transportation should be planned no earlier than this time.
6. Failure to follow conditions of Saturday School will result in removal with no credit for time served.

TOBACCO-FREE DISTRICT

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

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

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

TRANSGENDER RESTROOM USE

It is JC Schools's goal to provide all students with a quality education. We understand that the social/emotional welfare of students plays a significant role in their ability to learn and impacts their experience while at CCHS; as such, the following guidelines are in place regarding transgender restroom use:

1. Student restroom accommodations remain unchanged. Given the ongoing lack of direction at the federal and state levels, coupled with contradictory court decisions, the school district has not made any changes to its restroom practices and awaits direction from the U.S. Supreme Court on the specific issue of restroom availability as it relates to gender nonconforming and transgender students. District administrators continue to be available to meet with students and their families regarding any questions, concerns or needs that they may have.
2. There are a limited number of single stall restrooms available throughout the building which can be made

available for students as needed and/or requested without regard to gender status.. Administrators are available to meet with students and their families to develop plans to best meet their individual needs.

3. Counseling staff are available to work with students to address their individual needs.

TRAUMA INFORMED SCHOOLS INITIATIVE

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

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

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

WEBSITE

The administration and faculty of the high school work to maintain the building website to provide information for parents/guardians, students, and patrons of the school. A wide variety of information can be located at the website including teacher pages providing contact information, classroom calendars, and course documents. The website can be located at: www.jcschools.us/cchs

SECTION VI – DISTRICT NOTICES AND POLICIES

ABSENCES AND EXCUSES

JC Schools Board Policy JED

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record; there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum education benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

The superintendent, with the assistance of the administrative and professional staff, shall establish rules, regulations and procedures for student attendance within the district. Such rules and regulations shall be published in the various student and parent/guardian handbooks and shall be subject to review by the Board of Education. Irregular student attendance shall be checked by the building principal or his/her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls, verified notes from parents or guardians, contacts with other members of the student’s family or home visits.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians in regard to student absences and for submitting attendance information to the superintendent's office.

ALCOHOL/DRUG ABUSE

JC Schools Board Policy JFCH

The Jefferson City School District is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved the activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202© of the Controlled Substance Act, 21 U.S.C. §812©.

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to, and including, suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate law enforcement agency and the superintendent or designee. All controlled substances shall be turned over to local law enforcement.

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

ASSESSMENT PARTICIPATION

The Jefferson City Public School (JC Schools) 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. Additionally, student participation is required for the district to remain accountable or 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 JC Schools 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://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=117&Sch=117 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.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

JC Schools Board Policy JECC

The Board believes that a student should be placed in grade level classes that best meet the student's academic needs after consultation with the student's parent/guardian; a student's social and emotional needs will also be considered to the extent that they affect academic progress. Although the district will first consider placing the students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the school principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law.

Transfers from Accredited Schools

For the purposes of this policy an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or equivalent agencies.

In general, if a student transfers to the Jefferson City School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent/guardian.

The district will attempt to award credit for classes completed in previous schools, if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings Accepted by the Missouri State Board of Education or by the Jefferson City School District may be accepted to meet graduation requirements.

CARE OF SCHOOL PROPERTY BY STUDENTS

JC Schools Board Policy JFCG

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2000. Proceedings against the un-emancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

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.

COMPULSORY AND PART-TIME ATTENDANCE

JC Schools Board Policy JBA

The Jefferson City School District exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

Compulsory Attendance

The law requires that all children between 7 and 16 years to attend regular public, private, parochial, parish, home school or combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Jefferson City School District provides educational programming for all students between the ages of five and seven and beginning at the age of three for all students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the students' parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding student's absences. The Jefferson City Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience. State law requires district staff to report all instances of abuse and neglect; including educational neglect- the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to, accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

Part-Time Attendance

Although the district believes that all students will benefit from attending the Jefferson City School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time.

Students Withdrawing From or Dropping Out of School

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians of the student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or enlist in the armed services, shall be reported to the state literacy hotline office.

CONDUCT ON SCHOOL TRANSPORTATION

JC Schools Board Policy JFCC

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 the 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 Plan (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.

DISMISSAL PRECAUTIONS

JC Schools Board Policy JEDB

The goal of the Jefferson City School District is to provide a safe environment for all students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School

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

Early Dismissal

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

Procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies permitted or required by law.
2. The District will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation.
3. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian
5. Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

Dismissal from School Activities

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

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:

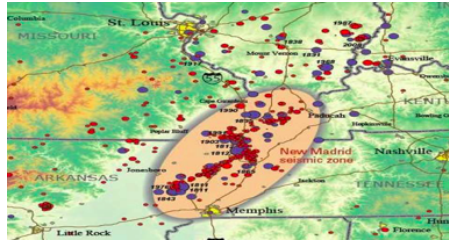
1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining 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@sema.dps.mo.gov*

PROHIBITION AGAINST HAZING AND BULLYING

JC Schools Board Policy JFCF

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; forcing 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.

ENSURING A POSITIVE LEARNING AND WORKING ENVIRONMENT

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

Students, Parents and Public

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

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

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

Staff

Board Policies GBM-1 and GBM-2 reiterate the most desirable way to resolve concerns and conflicts is through free and informal communication at the level of the concern.

If an employee has a concern or complaint with another employee s/he should address the concern or complaint in a respectful and professional manner with that individual whenever possible. If the employee would like an administrator to be present to assist with efforts to resolve the concern, s/he needs to provide a request to the administrator responsible for the direct supervision of the individual or subject matter in question.

If the employee's concern is with an administrator, that employee may ask the supervisor of the administrator to be present to assist with resolving the issue.

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. Complaints regarding alleged discrimination or harassment shall be processed in accordance with Board of Education policy AC. The following guidelines are established for the presentation of student complaints and grievances: The teacher shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.

If the problem is not resolved to the satisfaction of the student and/or parents/guardians, the principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

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

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

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

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

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

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

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

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 School District 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 School District

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 School District

315 E. Dunklin Jefferson City, MO 65101

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

Chief of Learning Jefferson City School District

315 E. Dunklin Jefferson City, MO 65101

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

The compliance officer or acting compliance officer will:

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 School District

315 East Dunklin Jefferson City, MO 65101

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

Grievance Process

Level I: A grievance is filed with the district's compliance officer. The compliance officer may, 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.

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.

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

STUDENT DISCIPLINE

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

Corporal Punishment Policy

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

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

Searches By School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. The use of trained dogs to sniff lockers or other school property to assist in detection of the presence of drugs, explosives and other contraband is expressly authorized.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or district policy.

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

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Reporting to Law Enforcement

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

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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

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

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

Impact on Grades

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

Prohibited Conduct

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

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for

another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

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

Assault

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

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

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

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

First Offense:	Principal/Student conference, suspension or revocation of parking privileges, detention, or in-school suspension.
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Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

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

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

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

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

disciplined for speech in situations where it is protected by law.

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense:	Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

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

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

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

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in

which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

Harassment, including Sexual Harassment (see Board policy AC) –

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

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

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

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

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

First Offense:	Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

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

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

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

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

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

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

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

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

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP1)

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

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

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

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

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

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

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

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Theft – Theft, attempted theft or knowing possession of stolen property.

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

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

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

Tobacco

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

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

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

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
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Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.
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Truancy or Tardiness (see Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Weapons (see Board Policy JFCJ)

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

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

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

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

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

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

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

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.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

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

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Notice and Opportunity to Opt Out

Parents will receive prior notice and an opportunity to opt a student out of the following:

1. Any other protected information survey regardless of the funding source. A protected information survey includes a survey, analysis or evaluation that reveals any of the following: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a

student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others. The district will directly notify parents of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to occur.

Notification of Policy and Privacy

Parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

TRUANCY

JCBS Board Policy JEDA

Students who are absent from school without the knowledge or consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

WEAPONS IN SCHOOL

JC Schools Board Policy JFCJ

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

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

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

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

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will

also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

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

SECTION VII – STATEMENTS OF LEGAL COMPLIANCE

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.

DISTRICT HARASSMENT POLICY

The Board of Education declares that it is the policy of the school district to maintain a working and learning environment that is free from harassment based on an individual's race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. As a result, it shall be a violation of this policy for any employee of the school district to harass students or other employees of the school district because of their race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. It shall also be a violation of this policy for students to harass employees or other students of the school district based on their 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 addition, it shall be a violation of this policy for any employee or student of the district to harass parents or other visitors to school buildings or events. In order to constitute a violation of this policy, the harassment must occur on or in school district property, including school owned or contracted vehicles; or during or in conjunction with a school sponsored activity; or directly in connection with the educational process of the school district.

FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION – (Goes under statement of legal compliance after free and appropriate public education).
EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

<p>General Information</p> <p>1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?</p>	
<p>Complaints filed with LEA</p> <p>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)?</p>	<p>Complaints filed with the Department</p> <p>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?</p>
<p>Appeals</p> <p>9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

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.

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 12th 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 responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Jefferson City School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Jefferson City School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed as necessary.

This notice will be provided in native languages as appropriate.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. It is the principal purpose of the cumulative record to provide information that will enable the faculty to assist the pupil in any way possible in planning the educational program. The pupil's cumulative record may include, but is not limited to, identifying data; family background information; health data; academic work completed; attendance data; level of achievement, including grades, scores on standardized achievement, intelligence, aptitude, and psychological tests; interest inventory results; teacher or counselor ratings and observations; and verified reports of serious behavior patterns.

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

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

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

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

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

Health Information

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

Parent and Eligible Student Access

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

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

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

Jefferson City School District

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 of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work 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.

Military and Higher Education Access

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

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

VIRTUAL EDUCATION

In 2018, the Missouri Legislature developed new requirements for local school districts relate to access to virtual education courses. The Jefferson City School District has developed a process to comply with the requirements.

The law allows for any student in kindergarten through 12th grade that is enrolled as a full time student the previous semester to take a course virtually through a district-approved provider or through the Missouri Course Access Program (MOCAP) established by the Department of Elementary and Secondary Education (DESE).

Conditions for accessing virtual courses:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the principal or designee.

The Jefferson City School District will pay for the cost of virtual courses only if the district has first approved the student's enrollment in the course as outlined by policy.

For additional information go to: <https://www.jcschools.us/Page/17661>

SECTION VIII – ADDENDUMS

Disclaimer- To the extent this handbook conflicts with Board Policy, the Board Policy prevails. Please refer to the district website for the most current Board Policy. (<http://policy.msbanet.org/jeffersoncity>)