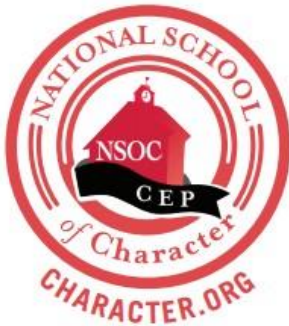


Jefferson City Academic Center



Student/Parent Handbook

501 Madison Street
Jefferson City, MO 65101
573-659-2510
573-659-2516 Fax



Jefferson City Academic Center
Calendar 2018-2019

July 27	8:30 a.m. – 3:00 p.m.	Registration – JCAC Cafeteria
July 30	11:00 a.m. – 7:00 p.m.	Registration – JCAC Cafeteria
New Teachers Report	August 6	
Returning Teachers Report (Second Year)	August 8	
Returning Teachers Report (Third Year+ Teachers)	August 13	
Faculty Pictures	August 14	7:30 a.m. – 10:30 a.m.
Open House	August 14	5:30 p.m. – 7:30 p.m.
School Starts	August 16	
Early Release Day	August 29	
Labor Day	September 3	No School
Back-To-School Bash	September 7	After Football to 11:00 p.m.
Mid-Term	September 14	
Parent-Teacher Conferences	September 20	4:00 p.m. – 8:00 p.m.
Financial Aid Workshop	September 20	JCHS Cafeteria - 6:00 p.m.
Early Release Day	September 26	
Homecoming Week	October 1-6	
Powder Puff Game/King's Court	October 3	6:00 p.m.
Bonfire	October 3	8:15 p.m.
Homecoming Parade	October 4	6:30 p.m.
Homecoming Pep Rally	October 4	7:30 p.m.
Homecoming Assembly	October 5	1.50-Hour Afternoon - 1:20 p.m. - 2:50 p.m.
Homecoming Dance	October 6	8:00 p.m. – 11:00 p.m.
Staff Development Day	October 8	
College Planning Workshop	October 17	The Linc - 6:00 p.m. - 7:00 p.m.
Capital Area College Night	October 17	The Linc - 7:00 p.m. - 8:30 p.m.
Industry Fair	October 17	The Linc - 7:00 p.m. - 8:30 p.m.
End of First Term	October 17	(43 Days)
Jack-O-Lantern Jam	October 23	6:00 p.m.– 8:00 p.m.
Senior Pictures	October 25	10:00 a.m. -1:00 p.m.
FAFSA Frenzy	October 25	5:00 p.m. - 7:00 p.m. JCHS Library
No School/Teacher Earned Day Off	October 26	
Early Release Day	November 7	
Parent-Teacher Conferences	November 15	4:00 p.m. – 8:00 p.m.
Mid-Term	November 16	
Senior Panoramic Picture	November 19	8:30 a.m.
Thanksgiving Break	November 21-23	
End of Second Term	December 21	(43 Days) Early Release Day at 11:55 a.m.
Winter Break	December 24-January 1	
Staff Development Day	January 2	
First Day of Third Term	January 3	
Staff Development Day	January 18	
Martin Luther King Holiday	January 21	
Winter Sports Assembly	January 25	1.50-Hour Morning - 9:01 a.m. - 10:31 a.m.
Winter Sports Dance	January 26	8:00 p.m. – 11:00 p.m.
Mid-Term	February 5	
Parent-Teacher Conferences	February 7	4:00 p.m. – 8:00 p.m.
Early Release Day	February 12	
Presidents' Day (No School)	February 18	
End of Third Term	March 8	(44 Days)
Early Release Day	March 13	
No School/Teacher Earned Day Off	March 25	
Fixed Spring Break	March 26-29	
Mid-Term	April 12	
Early Release Day	April 19	
Prom	May 4	8:00 p.m. to 11:00 p.m. Fleming Fieldhouse
Baccalaureate	May 5	2:00 p.m. Miller Performing Arts
Last Day for Seniors	May 8	Subject to Weather Make-Up Days
Commencement	May 12	5:00 p.m. Adkins Stadium
End of Fourth Term	May 16	(44 Days) Early Release Day at 11:55 a.m.
Weather Make-up Days	May 20, 21, 22, 23, 28	

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WELCOME to the Jefferson City Academic Center

“FAILURE is NOT an OPTION!!”

MISSION:

To provide an alternative educational setting for students to graduate from high school.

VISION:

To provide students with an environment that promotes academic excellence, character, job readiness, and life-long learning.

OUR GOAL:

To raise the persistence to graduation in the Jefferson City School District.

Our students may be “at-risk” for a variety of reasons. Some of these include:

- Seniors behind on credits to graduate
- Pregnant teens/teen parents
- Drop-outs returning to school
- School attendance issues
- Students returning from substance abuse rehabilitation
- Students with anxiety disorders who are unable to function in the regular high school setting
- Apathy or lack of interest in school
- Negative attitude toward school
- Unstable home (violence, substance abuse, incarceration)
- Poor work habits, unorganized, low motivation
- Significant discipline issues
- Problems with authority



Jefferson City Academic Center
501 Madison Street
Jefferson City, Mo 65101
Phone: (573) 659-2510
Fax: (573) 659-2516

Welcome to JCAC –

On behalf of our staff, I am pleased to welcome you to the Jefferson City Academic Center. The JCAC vision is: *To provide students with an environment that promotes academic excellence, character, job readiness, and life-long learning.* A JCAC education means outstanding instruction, as well as community learning opportunities and support that enables you to develop character, cultivate passions, and explore the world outside of the classroom.

We are extremely proud of our quality curriculum. The JCAC staff is committed to ensuring that you are receiving high-quality instruction in a caring environment with the support needed to achieve graduation. We have established guidelines in order to assist you in the pursuit of a quality education. These guidelines were designed to create a safe, secure, and pleasant environment at JCAC. Your attitude towards education and graduation will play a huge role in your success at our school.

It is a PRIVILEGE to be a part of JCAC and the activities offered. You are responsible for your actions. If your actions are in violation of school guidelines, you will have to accept the consequences. The following pages give information about the staff, JCAC activities, and guidelines to student behavior. Students may be counseled by faculty and staff regarding their behavior, attendance, and overall goals. Also, please, accept their advice as valuable and understand that their intent is to help you. Our staff will always treat you with respect, dignity, and civility.

We sincerely hope you take advantage of the opportunity you have been given and take pride in your education and what the future may hold for you. We are very passionate about your education and look forward to a very positive and productive year together!

Sincerely,

Dr. Amy S. Herrman
Principal, JCAC

JCAC STAFF:

Amy Herrman	Principal
Cheryl Potter	Secretary / Attendance
Audrey Feely	Secretary / Registrar
Jessica Hoskins	Counselor
Zach Dwiggins	Mental Health Counseling
Haley Fisher	Mental Health Counseling
Vickie Wieberg/Patty Doerhoff	Nurse
Hervin Robison	Safety Resource Officer (SRO)
Chris Kay	Custodian/Maintenance
Brett Phillips	English
Kim Sellers	English
Katherine Distler	Math
Terri Muenks	Math
William Grother	MO Options
Brian Center	PE/Study Skills/ After School Program
Julie Theroff	Personal Finance/English/Electives
Debbie Cornell	Service Learning/Leadership
Carla Brown	Special Education/Study Skills
Cyndi Hampton	Special Education/Study Skills
Jay Hebenheimer	Social Studies
Jeff Cowart	Social Studies
Brie Roberts	Science
Lori Rosburg	Science/Textiles
Nicholas Amann	Middle School Teacher
Nicole Cassmeyer	Middle School Teacher
Heather Erickson	Middle School Teacher
Mike Nichols	Middle School Teacher
Jeremy Brown	JCAC-Middle Facilitator
Sara Mirtaheri	JCAC-Middle Facilitator
Tyler Clark	JCAC – After School Program
Lisa Dey	Truancy Officer/JCAC - After School Program

Contact Information

Main Office:	(573) 659-2510
JCAC Fax:	(573) 659-2516
Guidance Counselor	(573) 659-2515
Counseling Secretary	(573) 632-3443
JCAC Attendance	(573) 659-2510
JCAC Nurse's Office	(573) 632-3417
JCPS Board of Education	(573) 659-3000
Jefferson City High School	(573) 659-3050

Grade Reporting

A progress report of grades each mid-term will be mailed to students and parents. The 9-week grade reports are an accumulation of grades through the term and are intended to reflect the TOTAL AMOUNT of work completed to that period of time. A formal examination schedule is provided at the end of each term.

The following grading scale will be used district wide:

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

Jefferson City Academic Center Daily Schedule

The Jefferson City Academic Center consists of four components: Academic, Service Learning/Career Development, JCAC – Middle, and MO Options. Each component serves a specific group of students, yet all are a vital part of JCAC.

I. Academic Component:

The academic component provides our students with academic courses required for graduation. Teachers use a variety of instructional strategies which meet the various learning needs, and styles of our students. Class size is smaller and very individualized to ensure student success. Many instructional strategies are utilized to create an individualized learning environment. Teachers and students work together to personalize instruction. Through this cooperative process, students gain confidence in themselves.

Academically, JCAC's curriculum meets the Course Level Expectations for each area and coordinates with the regular high school curriculum. Students will also have an opportunity to earn credits through the Edgenuity (E2020) On-line program.

II. Service Learning/Career Development Component:

Life Learning/Community Connections is part of the curriculum dedicated to Service Learning. Students are selected on the basis of attendance and behavior. Service Learning is a method of teaching and learning that combines community service with academic instruction. It focuses on critical, reflective thinking, and civic responsibility. Service Learning can connect individuals to real work in a broader arena outside the confines of the classroom. It can also help students to develop trust, responsibility, initiative, and compassion.

It is team-taught by two teachers with an emphasis in several different curricular areas. Credit is earned through participation in Service Learning as well as class activities related to the curriculum. Though this is education outside the walls of our building, our expectations remain the same. Tardies and absences will be assigned, and no student will be allowed to drive to their

respective service site. Service Learning is an integral part of the curriculum at the Jefferson City Academic Center.

Service Learning consists of the following five key elements:

- Meets a real community need
- Integrates into and enhances the curriculum
- Coordinates with a community agency, another school, or the community at large
- Helps foster civic responsibility
- Provides structured time for reflection

III. JCAC – Middle

MISSION:

JCAC – Middle is designed to provide a supportive safe environment for students who have experienced academic, emotional, and/or behavioral problems at their home school.

VISION:

JCAC – Middle is designed to inspire middle school students to learn coping and decision-making skills that will enable them to improve their social, behavioral, and academic growth in the Jefferson City School District.

The goal of JCAC – Middle is to address the social emotional issues that prevent students from succeeding in the educational environment through:

- Collaborative efforts with the student’s home school to address a successful transition for each student’s return to school.
- Partnerships to promote opportunities for life skills, social skills, service learning and career exploration for all students.
- Embracing a systematic approach to accommodate each student’s personal circumstances without compromising high standards of academics, attendance, and behavior.

IV. MO Option Program

The MO Option Program is targeted for students who have the capabilities of completing high school, but due to a variety of circumstances, are at least one year behind in credits needed to graduate with their class and are at risk of leaving high school without a diploma. The program is based upon successful completion of six components for graduation, in lieu of completion of the traditional credit model. Students must successfully:

- Attend fifteen hours of class and prepare for the HISET test
- Maintain fifteen hours of employment per week
- Successfully pass Health
- Successfully pass Personal Finance
- Successfully pass the Missouri Constitution test
- Successfully pass the United States Constitution test

After passing the HISET, the students maintain their employment for credit. Students enrolled in the program can participate in all graduation ceremonies and all extra-curricular activities during the school year. The MO Options Program meets the military criteria for a high school diploma.

Jefferson City Academic Center Schedules

Our school operates from 7:55 a.m. – 2:55 p.m. Monday through Friday. During lunch, students CANNOT be in an off-limits area. Off-limit areas include, but are not limited to, streets, parking lots, cars, and areas inside the Miller Center that are not available to JCAC students. Students must remain in the cafeteria while they eat lunch.

JCAC Office hours are 7:30 a.m. – 4:00 p.m. Below are the school schedules for each individual program at the Academic Center.

<u>JCAC Daily Schedule</u>	
7:30 – 7:45	Breakfast
7:50 – 9:06	First Block
9:11 – 10:27	Second Block
10:32 – 12:12	Third Block
11:00 – 11:18	First Lunch (First Floor)
11:54 – 12:12	Second Lunch (Third Floor)
12:17 – 1:33	Fourth Block
1:38 – 2:55	Fifth Block

<u>MO Option Schedule Monday - Friday</u>	
	7:50 – 10:50 a.m.
	12:00 – 3:00 p.m.

<u>JCAC-Middle</u>	
7:30 – 7:55	Breakfast
8:00 – 8:25	Homeroom
8:30 – 12:00	Classwork (ELA, Math, Reading, Life Skills)
12:00 – 12:25	Lunch
12:25 – 2:50	Enrichment (PE/Health and Art/Music)

Attendance

Regular attendance is an important aspect of student success. Poor attendance is the greatest contributing factor to school failure. At the Jefferson City Academic Center, we value student attendance as it relates to credits earned. State law requires attendance accountability. Attendance will be recorded by teachers in the student's individual classes on an hourly basis.

See Board Policy JED for additional information. At JCAC, attendance is a valued aspect of our curriculum that will help students reach their ultimate goal of **HIGH SCHOOL GRADUATION!**

ABSENCE REPORTING

When a student is absent, JCAC requires that his/her parent or guardian call the secretary at 659-2510 and state the student's name and reason for the absence.

- If parent contact is not received, a phone call will be made to the parents in an attempt to clarify the absence.
- If parent contact has not been made by the end of the school day, the absence will be classified as UNEXCUSED.
- It is the responsibility of the student and the parent/guardian to provide information in a timely manner to the secretary to have unexcused absences reclassified.
- The following absences will be classified as EXCUSED (1) Court appearances; (2) Illness, doctor, dentist, or mental health professional appointments; (3) Bereavement-two day limit.

Verification (documentation) of the above absences **MUST** be presented to the school secretary upon return or absences will be counted as unexcused.

When students are absent during a term:

1. Daily phone calls are made to parents and/or students.
2. Weekly Tutorial Time is posted in all classrooms and the office for student review.
3. Students will be responsible for making up ALL unexcused absences.
4. Before mid-term, parents will be notified by phone and/or in writing if their student owes Tutorial Time for unexcused absences.
5. Any Tutorial Time NOT made up by mid-term or the end of each 9-week term will result in the student being removed from JCAC or to a credit recovery schedule.
6. Home visits will be made to encourage regular school attendance.

TUTORIAL SESSIONS:

When a student has an unexcused absence, he/she is expected to make up ALL time missed before mid-term and again by the end of each term in order to remain an active student at JCAC.

How to make-up time at JCAC:

During tutorial students can make up time missed by completing classwork, completing assigned service project or completing E2020 quizzes or tests (quizzes or tests count for 30 minutes when completed at 80% or better).

Students **MUST** complete a pink sheet, with a teacher's signature in order to receive credit for Tutorial Time. If graduating seniors do not have to come back to class after they have finished their finals, but they still owe hours, they must finish their hours in their assigned Study Skills classes or come after school.

Students attending a Tutorial Session **MUST have their classwork with them.**

- ❖ Monday – Friday from 7:15 a.m. – 7:50 a.m. in Room 115
- ❖ Monday – Friday before or after your scheduled school day with one of your teachers who you owe classwork.
- ❖ Evening Tutorial Time
ETT will be held on Tuesday and Thursdays from 3:30 p.m. - 6:00 p.m. in the JCAC Cafeteria.

ARRIVAL AT SCHOOL

All students **MUST** enter the JCAC Main Entrance (Monroe Street side). When entering the building, students must clock-in and check in with the attendance secretary in the office. If a student does not clock-in to school, he/she will be subject to disciplinary action ranging from a student conference to an unexcused absence. Students are not allowed to loiter in the parking lot before school. Middle School students must clock-in and check with the attendance secretary and then immediately report to the cafeteria for breakfast. Students will remain in the cafeteria until the first bell rings dismissing to class.

ILLNESS DURING THE SCHOOL DAY

- If a student becomes ill after arriving at school, he/she should report to the nurse's office.
- If the student is too ill to remain in school, the nurse will contact the parent/guardian, and the student will be allowed to go home.
- If the student does not clock out through the attendance office, he/she will be classified as **UNEXCUSED**. Any classroom work missed will be made up during Tutorial Session.

TARDY POLICY

Students are expected to be in the classroom and ready to work when class begins. Students who are consistently tardy will be affected academically. After the fourth tardy, Tutorial Time owed will be assessed and made up during a Tutorial Session. JCAC will hold random Tardy Sweeps. During a tardy sweep, students who are late to class will be required to get a pass from the office that allows them to get into class. Students are given warnings for the first two tardies and, on the third tardy, students will receive one day of Out of School Suspension (OSS).

TARDY SWEEPS

Procedures for Tardy Sweeps:

Periodically during each term, JCAC will conduct tardy sweeps. During a tardy sweep, after the tardy bell rings, teachers will lock their classroom doors. Any student who is in the hallway without permission from a teacher, will be escorted to the office and given a **PEACH** tardy pass. Students are given two free passes during a tardy sweep.

On the third tardy, during a tardy sweep, students will receive one day of OSS.

Early Final Form Procedure

The Early Final Form is for graduating seniors **ONLY**. Finals are only to be taken the last five school days of each term for **SENIORS**. Finals for all students will be given the last two days of the term.

- The office or counselor will pass out the Early Final Forms (green) to seniors only.
- The students are to get each of their teacher's signatures; teachers only sign when **ALL** work is completed.
- The student will take the form to Dr. Herrman for her signature, then to Mrs. Potter for her signature.
- Mrs. Potter will keep the form for attendance purposes and email teachers daily if the student can take their finals early.

Awards and Recognitions

Service Learning Award

Criteria: A senior will receive this award for exemplifying the qualities of service learning through leadership and understanding character traits.

Academic Excellence Award

Criteria: A senior will receive this award for displaying academic excellence in the classroom. This includes attitude, effort, and performance. Teachers will nominate students in their classes that display any of these behaviors they feel are exceptional each term.

Academic Excellence in MO Options Award

Criteria: A senior will receive this award for displaying academic excellence in the classroom. This includes attitude, effort, and performance on the HISET Test. The MO Options teacher will nominate students in class that display any of these behaviors they feel are exceptional.

Person of Character Award

Criteria: One senior girl and one senior boy will be awarded for displaying excellence in Academics, Service, and Character. Teachers will nominate students for this award

Above and Beyond Award

Criteria One senior girl and one senior boy will be nominated by JCAC staff based on the Six Pillars of Character. These include: Citizenship, Caring, Fairness, Trustworthiness, Responsibility, and Respect.

Jefferson City Academic Center Classes

The Jefferson City Academic Center offers the same required courses that are available at Jefferson City High School, as well as a variety of elective courses. All students at the Jefferson City Academic Center participate in a rigorous academic schedule, as well as Service Learning projects.

The following classes are offered in a classroom setting at JCAC:

Science:

Biology
Human Biology
Forest Management
Intro to Astronomy
Physics First
Small and Specialty Animals

English:

English I
English II
English III
English IV

Math:

Math Concepts
Pre-Algebra
Algebra IA/IB
Geometry
Algebra II
Business Math

Social Studies:

U.S. History
Missouri History
World History
Citizenship
Government
American Civil War
Sociology I/II
Psychology
American West

Electives:

Personal Finance (required)	SOAR I, II, III, & IV	
Textiles for Living	FACS	Children's Literature
Textiles II	Body Conditioning I	Child Development
Lifetime Fitness	Body Conditioning II	Teen Parents/Parenting
Life Learning I, II, III, & IV	Study Skills	Computer Apps I/II
Career Connections Work	Individual Sports	Community Connections I, II, III, & IV
Health	Foods I/II	Jazz, Pop, and Rock
Art IA		Mystery, Suspense, and Horror

STUDENT SCHEDULE CHANGES

Schedule changes must occur within two days of the first day of each term. Schedule changes must be done with the student's Guidance Counselor (Mrs. Hoskins).

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS:

Jefferson City Academic Center students are classified under Jefferson City High School and are required to earn 29 credits for graduation. JCAC students are considered JCHS graduates and can participate in all alumni activities upon graduation.

State of Missouri

Graduation Requirements:

4 units of English

1 unit of Fine Arts

3 units of Math

1 unit of Practical Art

3 units of Social Studies

.5 units of Health

3 units of Science

.5 Personal Finance (can be .5 units of Practical Art)

1 unit of PE

*All students must pass the MO and US Constitution tests to graduate. These are taken in Citizenship, Government, and US History classes.

*All students must take their required EOC exams.

*All students must take one standardized test. (i.e. –ACT, SAT, Compass or ASVAB)

Graduation Requirements

Curriculum Area	Graduation 2016
Communication Skills	4 units
Social Studies	3 units Must include Government and United States History
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Art	1 unit
Physical Education	1 unit
Personal Finance	.5 unit
Health	.5 unit
Electives	12 units
Totals	29 units

Classification of Grade

CLASS	Beginning of Term 1	Beginning of Term 3
Credits necessary for Sophomore status	6	9 to 12
Credits necessary for Junior status	13	17 to 20
Credits necessary for Senior status	21	21 or more with a plan for graduation
Credits necessary to Graduate	29	29

EARLY GRADUATION

Students who wish to graduate early must have successfully completed a minimum of six (6) semesters at the secondary level and will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parent or guardian of the student's decision unless the student is a dependent student. 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 (6) semester completion requirement for 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 alumni for all other activities. An application for early graduation is required when students wish to graduate before May of their senior year of high school. Applications may be picked up from the student's counselor.

MO & US Constitution Tests

MO and US Constitution tests will be given by the Counselor or by the student's in-seat Social Studies teacher. If a student has an IEP, the Special Education teacher will retrieve the test from the Counselor and give the constitution tests to the student.

PE Packets

PE Packets will be given out by the Counselor only if the student is unable to physically take a physical education class. If a student has an IEP, the Special Education teacher will retrieve the packet from the Counselor and work with the student.

JCAC Support Services

Food Service

Breakfast and lunch are available to JCAC students Monday through Friday. Free and reduced applications are available from staff. Parents can also pay online. Go to district website www.jcps.k12.mo.us. On the left menu click on **Menus and Food Service**. Then click on the left menu **Nutrikids Online Payment**, click on the logo **MyNutrikids.com** OR go to www.MyNutrikids.com. Click **Sign Up** and enter required information. Click **Finish** to complete the initial registration process.

Service Learning

Service Learning is an integral part of the curriculum at the Jefferson City Academic Center. Service Learning can connect individuals to real work in a broader arena outside the confines of the classroom. It can help students to develop trust, responsibility, initiative, and caring.

Service Learning consists of the following five key elements:

- Meets a real community need
- Integrates into and enhances the curriculum
- Coordinates with a community agency, another school, or the community at large
- Helps foster civic responsibility
- Provides structured time for reflection

Teen Parents

This is a service provided for pregnant and parenting teens whom are students attending school at JCAC. JCAC partners with the JCPS Parents As Teachers in administering the service.

School Resource Officer

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

School Nurse

The nurse's office is open from 7:30 AM to 3:00 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 to be permitted into the nurse's office except in the case of an emergency.

Dispensing medication:

The nurse's office does not dispense aspirin or Tylenol. Students prescribed medication to be taken during school hours are to deliver the medication in its original bottle and doctor's instructions directly to the nurse. Students may not give medicine to other students. Medication shall not be stored in lockers, in personal items, or on one's person

Illness:

Any student who becomes ill during the school day should request a pass from his/her teacher and report to the nurse's office in Room 117. The school nurse will telephone the parent/guardian if the illness or injury warrants that the student is to be dismissed from school. Students sent home ill with elevated temperatures, vomiting, or diarrhea are asked to be kept home until they are symptom free for twenty-four hours.

We appreciate parents sharing diagnosis and treatment of students so we can be alert to possible problems for other students (pink eye, head lice, strep throat, mono, chicken pox, flu, hepatitis, etc.). Students who are in the nurse's office and miss class/classes are considered absent from that class, but may have make-up privileges.

Student Code of Conduct

Student Discipline:

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the Superintendent's office during normal business hours.

The Student Code of Conduct is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. The Student Code of Conduct 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 code 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 an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, Superintendent and/or Board of Education. Deviation from the disciplinary consequences set forth in this code of conduct shall be documented by the principal, Superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property, and acts of students off school property that cause a material and substantial disruption to the school environment.

The following guidelines outline the discipline infraction codes used by the principal at the Jefferson City Academic Center. All high school activities and events, whether at school or away, are under the jurisdiction of this handbook. Please note that the consequences outlined are intended to serve as a guide to administrators. Principals have the discretion to deviate but MUST remain within Board Policy. All students that are suspended out-of-school from the Jefferson City Academic Center will receive make-up credit during their days of suspension but will not be required to make-up hours missed.

DISCIPLINE POLICY

School discipline is a joint responsibility to be shared by all members of the faculty. A teacher's responsibility and authority are not restricted to the confines of any classroom or limited to the membership of any group. Teacher responsibility and authority extends throughout the school in helping to correct any situation that you see needing attention.

Disrespect: Teachers will handle discipline issues or request a conversation with student, teacher, counselor, and/or Dr. Herrman if a student is having difficulty in the classroom setting. In the event that a teacher feels that a student is “**DISRESPECTFUL**” he or she will send the student to the office. A message/text will be sent to Dr. Herrman with the code word “**DISRESPECT**” and the student will be suspended for two days.

Backpacks/Bags: No student backpacks or bags are allowed at JCAC. JCAC provides you with all your supplies.

Tardies: Students are given warnings for the first two tardies and, on the third tardy, students will receive one day of Out of School Suspension (OSS).

Alcohol: Possession, use, or sale of alcohol; being under the influence of alcohol; or having the odor of alcohol on his/her person.

Under the Influence

- 1st offense – 10 days OSS – PENDING HEARING
- 2nd and subsequent offenses – 10 days OSS – PENDING HEARING

Possession and Distribution

- 1st offense – 10 days OSS – PENDING HEARING
- 2nd and subsequent offenses – 10 days OSS – PENDING HEARING

Arson: The attempt to start or starting a fire or the attempt or actual causing of an explosion.

- Possible consequences range from student conference to OSS

Assault: Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.

- 1st offense – 10 days OSS – PENDING HEARING
- 2nd offense – 10 days OSS – PENDING HEARING
- 3rd offense – 10 days OSS – PENDING HEARING

Automobile/Vehicle Misuse:

Discourteous or unsafe driving on or around school property; failure to move a vehicle at the request of school officials; or failure to follow directions of school officials in regards to driving and/or parking.

- Possible consequences range from a student conference up through and including OSS.

False Alarms:

Tampering with emergency equipment, setting off false alarms, make false reports.

- Violators may receive a range of consequences based on the incident ranging from conference with the principal to OSS. The student may be asked to make restitution.

Disrespect to Staff:

Any inappropriate gesture, written communication, or verbal comment including profanity directed towards a staff member, or walking out of class. Staff members include custodians, food service personnel, secretaries, teachers, and principals. This also includes threats to staff members or direct profanity.

- 1st offense – 2 days OSS and student will make up time missed during suspension.
- 2nd offense and subsequent offenses – 5 days OSS and student will make up time missed during suspension.

Disruptive Behavior:

Student behavior that interrupts classroom instruction/work, school activities, or school functions.

- Range of consequences from student conference to OSS

Drugs:

Possession, use, distribution, or sale of any prescription drug, narcotic substance, counterfeit drugs, or drug paraphernalia, or having the odor of drugs on his/her person.

Under the Influence

- 1st offense – 10 days OSS – PENDING HEARING
- 2nd and subsequent offenses – 10 days OSS – PENDING HEARING

Possession and Distribution

- 1st offense – 10 days OSS – PENDING HEARING
- 2nd and subsequent offenses – 10 days OSS – PENDING HEARING

Cell Phones: Cell phone usage is a privilege at JCAC. Students may use them prior to the school day, during passing time, and at lunch. They must be turned off and not visible during class or at a Service Learning site.

- 1st offense and subsequent offenses – Student is sent home for one school day and time will be made up during tutorial sessions.

Fighting: Two or more students actively engaged in a confrontation in which students punch, choke, gouge, kick, bite, pull hair, or perform other actions that could cause physical injury.

- 1st offense – 10 days OSS –
- 2nd offense – 10 days OSS – PENDING HEARING
- 3rd offense – 10 days OSS – PENDING HEARING

In Off-Limit Areas and Tobacco: Presence in area that is restricted by schedule or other reasons. This includes, but is not limited to, parking lots, cars, 1st or 2nd floor (unless scheduled for a class or lunch) and other areas of building that students are not allowed.

- 1st offense – up to 2 days OSS
- 2nd offense and subsequent offenses – 5 days OSS and possible removal from program.

Harassment/Bullying: Student behavior that exhibits a pattern of behavior toward another student that is unprovoked and unwanted.

- 1st offense – Student Conference up to OSS
- 2nd offense and subsequent offenses – 5 days OSS and possible removal from program.

Inappropriate Behavior and/or language:

- Range of consequences from student conference to OSS

Sexual Harassment/Misconduct: Unwelcome comments, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to, inappropriate touching, comments about the body, sexual remarks or suggestions, spreading of sexual rumors, pornographic pictures or stories, dirty jokes, obscene gestures, and offensive displays of sex-related objects.

- Violators may receive consequences ranging from student conference to OSS. The principal will base the consequence upon the severity of the situation.

Skipping Class: Skipping refers to any student who has an unauthorized absence from class or classes.

- Students who skip school will be considered unexcused. Students will be required to make-up time missed from class during Tutorial Time.

Technology Misconduct:

The attempt, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses”, “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. This may include emailing and or using websites that are not related to academic assignments. These include, but are not limited to, My Space, U-Tube, etc.

- 1 – 10 days OSS

Theft: Taking or attempting to take someone else’s possessions, the willful possession of stolen property.

- 1st offense – 5 days OSS and possible removal from program. Student may be responsible for restitution.

Tobacco/ Unauthorized Inhalant: Possession or use of any instrument used as an inhalant or the use of tobacco in or on school grounds.

- 1st offense – Student Conference up to 1 day OSS
- 2nd offense – 2 days of OSS

Threats/Extortion: The use of gestures or words to intimidate another.

- 1st offense – 5 days of OSS.
- 2nd offense – Removal from program.

Vandalism: Defacing, damaging, or destroying school property or an individual's property.

- 1st offense – 5 days OSS and possible removal from program. Student may be responsible for restitution.

Students Videoing Fight, Assault, or other inappropriate behavior

- 1st offense – 2 days OSS
- 2nd offense – 3 days OSS

Weapon: "Knife", any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. For purposes of this chapter, "knife" does not include any ordinary pocketknife with no blade more than four inches in length.

- Pocket Knife – possession but not shown 3 OSS
- Pocket Knife – possession and showing 3 OSS
- Knife – Safe Schools Violation length 10 OSS PENDING HEARING
- Gun 10 OSS PENDING HEARING

Student Dress/Personal Appearance

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 unacceptable items of dress:

- Hats, caps, and bandanas
- Gang related apparel and/or dressing right or left
- "Sagging" clothes
- Clothing that can be perceived as displaying sexual innuendoes or suggestive language
- Clothing that is too tight or too revealing including tank tops, midriffs, halter tops, strapless tops, low cut tops, dresses that are backless, clothing with holes in inappropriate places, or see through clothing
- Clothing that contains comments or designs that are obscene, lewd, or vulgar
- Clothing that exposes inappropriate areas of the skin and/or exposes undergarments
- Clothing that displays advertisements for alcohol, tobacco products, or other drugs
- Clothing that is designed to be sleepwear (pajamas) including slippers and house shoes
- Chains (with the exception of short wallet chains)

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.

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 Superintendent of Elementary Education or Secondary Education. The appropriate director 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 Superintendent, a request may be submitted for a conference with the Assistant Superintendent of Special Services. The assistant 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 Assistant Superintendent of Special Services, 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 Discrimination, Harassment and Retaliation

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 reoccurrence 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 of 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.

Interim Measures

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

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

Compliance Officer

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

Human Resources Coordinator
Jefferson City Public Schools
315 E. Dunklin
Jefferson City, MO 65101
Phone: 573-659-3013
Fax: 573-659-3807

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

Assistant Superintendent of Elementary Education, if an elementary matter

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

Assistant Superintendent of Secondary Education, if a secondary matter

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

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

The compliance officer or acting compliance officer will:

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

Public Notice

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

Reporting

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

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

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

Student-on-Student Harassment

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

Investigation

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

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

STUDENT COMPLAINTS AND GRIEVANCES**Ensuring a Positive Learning and Working Environment**

Jefferson City Public Schools strives 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.

Please refer to Policy JFH, AC, and KL

Grievance Process Overview

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

Filing a Grievance

Grievances shall be submitted in writing to the compliance officer:

Human Resources Coordinator
Jefferson City Public Schools
315 East Dunklin
Jefferson City, MO 65101
Phone: 573-659-3013
Fax: 573-659-3044

Grievance Process

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

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

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

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

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

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

Confidentiality and Records

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

Training

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

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

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

Family Rights and Privacy Act Notification

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

These rights are:

- 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.
- 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 41.
- 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.
- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has 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.

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

SUICIDE AWARENESS AND PREVENTION

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

Response Plan

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

Students Who May Be at Risk of Suicide

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

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

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

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

Students Who May Be Having a Suicide Crisis

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

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

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

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

Confidentiality

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

COMMUNICABLE DISEASES

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

Immunization

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

Universal Precautions

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

Categories of Potential Risk

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

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

Exceptional Situations

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

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

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

Confidentiality

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

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

Reporting and Disease Outbreak Control

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

Notification

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

504/TITLE II PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

NOTICE OF ASSESSMENT PARTICIPATION

The Jefferson City Public School (JCPS) district administers statewide assessments throughout the school year. These state mandated assessments are only one indicator the district utilizes to ensure that our students are participating in a quality educational program. These assessments also give parents/guardians, or those responsible for the students' education, information to monitor academic progress, and achievements of their child(ren). Information from statewide assessments provides an important benchmark by which we can measure the progress of our students, the effectiveness of curriculum and instruction, and the impact of educational programs. As such, all students in assessed grade levels and contents who are enrolled and present during the district testing window will participate in state assessments. Additional, student participation is required for the district to remain accountable for student learning under state regulations. Jefferson City Public School Board Policy (IL) requires all students enrolled in the district to participate in every aspect of this assessment program.

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

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

NOTICE OF NONDISCRIMINATION

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

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

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

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, Bolling Federal Building, 601 East 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 public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

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

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

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

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

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

This guide explains how to file a complaint about any of the 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	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the

U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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

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

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

ESSA PARENT'S RIGHT-TO-KNOW

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

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

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

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

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

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

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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

EARTHQUAKE PREPAREDNESS

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

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

Earthquakes in Missouri

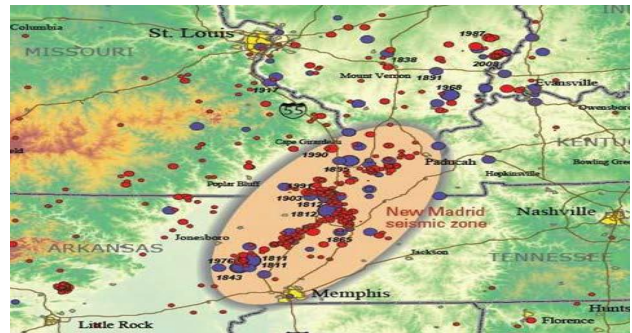
The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature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

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

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

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

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



Save This Information!

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

BEFORE:

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



DURING:

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

AFTER:

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

Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455
Missouri State Emergency Management Agency
PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966

E-mail: mosema@sema.dps.mo.gov

