

**TABLE OF CONTENTS**  
**SECTION I – INTRODUCTION**

LETTERS OF WELCOME	3
SCHOOL HISTORY	4
COUNSELOR DIRECTORY	5
NOTIFICATION OF PUBLICATIONS & FERPA	5

**SECTION II – ATTENDANCE**

ABSENCE NOTIFICATION	6
ACTIVITY PARTICIPATION	6
CLASSIFICATION OF ABSENCES	6
HOMEWORK PROCEDURES IF ABSENT	6
PART-TIME STUDENTS AND STUDENTS WITH OFF CAMPUS ASSIGNMENTS	7
TARDIES	7

**SECTION III – ACADEMICS**

A+ SCHOOLS STUDENT FINANCIAL INCENTIVE PROGRAM	8
ACADEMIC INTEGRITY	8
ACADEMIC PLANNING GUIDE	8
ACHIEVEMENT LIST	9
COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY	9
CREDIT RECOVERY	9
DIPLOMAS	9
EARNING CREDIT	9
END OF COURSE EXAMS (EOC’S)/ACT	10
GRADE LEVEL CLASSIFICATION	10
GRADE POINT AVERAGE (GPA) COMPUTATION	10
GRADE REPORTING	10
GRADUATION (EARLY)	11
GRADUATION REQUIREMENTS	11
HOMEBOUND INSTRUCTIONAL SERVICES	13
HOME SCHOOLING	13
INFINITE CAMPUS/GRADE TRACKING	13
ONE-TO-WORLD TECHNOLOGY	14
RECOGNITIONS/SCHOLARSHIPS/AWARDS	14
SCHEDULE CHANGE POLICY	14
SCHOOL ISSUED TECHNOLOGY	14
TEXTBOOKS	14
WITHDRAWAL FROM SCHOOL	14

**SECTION IV –ACTIVITIES**

ACTIVITY PARTICIPATION	15
CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES	15
CLUBS, ORGANIZATIONS & TEAMS	15
CLUB REQUIREMENTS	16
COURT GUIDELINES	16
DANCES	16
EVENT ATTENDANCE/TICKET TRACKER	17
NATIONAL HONOR SOCIETY (NHS)	17
STUDENT COUNCIL	17

**SECTION V – DAILY OPERATIONS**

ACADEMIC SUPPORT	18
ASSEMBLIES	18
AUTOMOBILE REGULATIONS	18
BUS CONDUCT GUIDELINES	18
CRISIS MANAGEMENT	19
DISPLAYS OF AFFECTION	19
DRESS CODE	19
ELECTRONICS/TECHNOLOGY (BYOD)	20
EMERGENCY PROCEDURES	20
FUNDRAISING	20
LANYARDS & STUDENT IDENTIFICATION CARDS (ID’S)	21

LIBRARY	21
LOCKERS & LOCKS	21
LUNCH	21
OFF-LIMIT AREAS	21
PERSONAL PROPERTY	21
RELEASING STUDENTS	21
SCHOOL DAY EXPECTATIONS	22
SCHOOL MESSENGER	22
SCHOOL NURSE	22
SCHOOL RESOURCE OFFICER	23
STUDENT DISCIPLINE CONSEQUENCE GUIDELINES	23
TRANSGENDER RESTROOM USE	24
WEBSITE	24

**SECTION VI –DISTRICT NOTICES & POLICIES**

ABSENCES AND EXCUSES	24
ALCOHOL/DRUG ABUSE	25
ASSESSMENT PARTICIPATION	25
ASSIGNMENT OF STUDENTS TO GRADE LEVEL/CLASSES	26
CARE OF SCHOOL PROPERTY BY STUDENTS	26
COMMUNICABLE DISEASES	26
COMPULSORY AND PART-TIME ATTENDANCE	28
CONDUCT ON SCHOOL TRANSPORTATION	28
DISCIPLINE	29
DISMISSAL PRECAUTIONS	31
DRESS CODE	31
EARTHQUAKE PREPAREDNESS	32
PROHIBITION AGAINST HAZING & BULLYING	33
ENSURING A POSITIVE LEARNING AND WORKING ENVIRONMENT	34
STUDENT COMPLAINTS AND GRIEVANCES	35
PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT	35
SURVEYING, ANALYZING OR EVALUATING STUDENTS	34
SUICIDE AWARENESS AND PREVENTION	41
SURVEYING, ANALYZING OR EVALUATING STUDENTS	42
TRUANCY	43
WEAPONS IN SCHOOL	43

**SECTION VII – STATEMENTS OF LEGAL COMPLIANCE**

504 PUBLIC NOTICE	44
DISTRICT HARASSMENT POLICY	45
FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION	45
FREE AND APPROPRIATE PUBLIC EDUCATION	46
NOTICE OF NONDISCRIMINATION	48
SPECIAL EDUCATION PUBLIC NOTICE	49
STUDENT RECORDS	49

**SECTION VIII – ADDENDUMS**

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

## SECTION I – INTRODUCTION

Welcome to JCHS!

Sometimes high school can feel like a circus, but it's time to prepare for the greatest show of your life. Whether you're juggling a million things or you're trying to keep your balance on a tightrope, this school year could be one of the most important experiences of your life. I hope you take time to enjoy the show!

My first piece of advice to you is to not *always* stay in the audience. Although it can be fun to sit back, eat some peanuts, and enjoy the show once in a while, the best memories are made while participating. Rachel Berry from the TV show Glee once said, "Being a part of something special does not make you special. Something is special because you are a part of it." Make this school year special by simply being a part of it. The possibilities are endless: audition for a school play, try out for a sport, join a club, or make new friends in your classes.

This year is going to be unlike any other; if school didn't already feel like a circus, it might now. We are going through renovations, which means it may feel like construction is taking over our building at times. This may seem like a hinderance at first, but the end results are well worth it. Although seniors won't be able to directly reap the benefits of the construction, we are all in this together. As a student body, if we face this with positivity, the year will be much more enjoyable for everyone. We cannot control the craziness, but the way we react is up to us. How will you react?

Everyone is required to attend school for four years, but what you do in those years is up to you. Be kind to everybody you interact with and approach every situation with an open mind. It is our job to make the halls of JCHS a place that people want to be. If you choose positivity then these high school years will be unforgettable.

The greatest show of your life begins now. Whether you decide to sit back and enjoy the show, become a ringleader or be the class clown, make sure that you get involved, respond with positivity and make this school year an enjoyable one. It's showtime, Jays: let's make it great!

Natalie Wiens  
2018-2019 Student Body President

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Welcome to the 2018-2019 school year! We have two goals for you while you are here: We want you to be well-prepared for life after high school and we want you to love being a Jay!

Preparing for life after high school is not easy; it means that you must take an active role in your education. We absolutely love helping Jaybirds be successful while at JC but, this will be your time to take the reigns- ask questions of your teachers, principals, staff, and counselors; don't know how academic labs work? Read this handbook or ask a staff member! Not sure what the late work policy is for United States History? Refer to the online classroom or ask your teacher, principal, or counselor! Don't forget that we are all here to help you!

We are committed to encouraging your involvement in both academic growth and in student activities. We hope to provide opportunities that guide your choices in the future, stimulate personal growth, and maximize your individual experience. We hope your time here will set you apart as productive, positive, and powerful leader in our community, nation, and the world.

For your part, you will want to familiarize yourself with specific information in this student handbook and take a serious approach to your studies and growth at JCHS. The staff of JC is committed to performing better every single day, holding ourselves to a higher standard because we are Jays, and outworking EVERYONE; we expect the same from all of our Jays!

Please take special note of the following areas: Attendance, Make-up Work, Parking, and Release from School; there may be changes that affect you. If you have any questions, see one of your teachers, counselors, or principals; every adult at JC is here to help you have a rewarding experience. As we strive to become a premier school district in Missouri it is important that we align our habits, practices, and philosophies to support our pursuit of an outstanding education that produces outstanding citizens; this handbook will be our guide as we pursue that goal..

Get ready! You are a JAY! We are JAYS! And we expect the very best from ourselves in the classroom and in competition! Good luck this year and GO JAYS!

Sincerely,

The 9-12 Administrative Team

The history of a high school may be recorded with a combination of factors such as enrollments, staff, grade divisions served, educational programs, and facilities. Students in grades nine through twelve have attended classes in several different facilities and with a variety of grade level combinations throughout the history of the school district.

Although the school district was established in 1838, it was on September 11, 1905, when the first "separate high school building" designated as Jefferson City High School was opened. The school was located in the 500 block of East Miller Street and enrolled grades seven through twelve. In 1914, the name of the building was changed to Ernst Simonsen High School. Upon completion of construction of a new building in 1926 in the 200 block of East Miller Street (now the Instructional Resource Center), grades ten through twelve and a junior college program occupied that facility. The beginning of the 1926-27 school year marked the first time that the district operated a junior high school enrolling grades seven through nine. That grade grouping remained in effect for the next nineteen years. The High School-Junior College building housed the junior and senior classes and the two-year junior college program until the close of the 1957-58 school term when the junior college division was discontinued. Grade ten was then returned to that facility.

Grades ten through twelve were located at the Senior High School in the 200 block of East Miller Street from 1958 until the present Jefferson City High School opened on January 22, 1964. At that same time, students in grade nine were transferred from Simonsen Junior High to the building vacated by grades ten through twelve, and the facility for ninth graders was named Freshman High School. That division of grades was in effect until grade nine was transferred to the present high school complex in January of 1976 upon occupancy of the Nichols Career Center. The Center was named in honor of Mr. Joe Nichols, Jr., who served the district in various administrative capacities from 1945 to 1978, with the last twenty-two years as Superintendent of Schools. Even though several vocational education offerings were already available in the curriculum, a significant expansion of that program occurred when the Nichols Career Center was first occupied in January of 1976.

No history of Jefferson City High School could be recorded without reference to some of the long-standing traditions and organizations that enrich the experiences and lives of students. Although there are several co-curricular and extracurricular activities in which large numbers of students participate each year, and which have been vital parts of Jefferson City High School for many years, it is not practical to attempt to mention all of them. Because of the number of students and staff members who are involved each year, and of the many years during which each event has been such a memorable part of life at "JC", three of the "traditions" are mentioned. Capitol Caroling has been a major annual event in the lives of students as well as of the entire community, for more than fifty years. Another significant event each year that has involved many students, staff members, alumni, and community is homecoming. Finally, the spirit of "JC" is developed, in great measure, and promoted by an enthusiastic and large number of students.

#### **ALMA MATER**

Sing praise to our alma mater, true to her we'll ever be:  
The Red and Black will always wave over JC, JC.  
All hail! All hail! Keep her colors high above:  
Our honor and devotion pledge to thee whose name we love.

#### **FIGHT SONG**

**On Jeff City! On Jeff City!**  
Plunge right thru that line!  
Run the ball clear  
'round Columbia;  
A touchdown sure this time!  
**On Jeff City! On Jeff City!**  
Fight on for her fame.  
Fight, fellow!  
Fight! Fight! Fight!  
We'll win this game.

## **Counselor Directory**

<b>Counselor</b>	<b>Assignment by Last Name</b>
Lauren Winemiller	A-C (10th), A-Co (11th - 12th)
Kurt Hafley	D-Hi (10th), Cr-Hi (11th - 12th)
Diane Clayton	Ho-Me (10th), Ho-M (11th - 12th)
Jamie Kennedy	Mi-Sl (10th), N-Sl (11th - 12th)
Brandy Martin	Sm-Z (10th - 12th)
Teshura Roger	Students as Assigned

<b>Counselor</b>	<b>Assignment by Last Name</b>
Jamie Marshall	A-G
Tim Ritter	H-O
Jessica Schaefer	P-Z

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

#### Student Handbook

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

#### Yearbook

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

#### Activity Participation Agreement

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

#### School Newspaper

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

#### Student Recognition/Club Recognition

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

#### \*Permission to Video/Computer Access Agreement\*

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

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## **SECTION II – ATTENDANCE**

Regular attendance is important for your academic success; research has shown a direct connection between attendance and academic success. You are expected to attend school regularly and to be on time for the beginning of each class period. The JCHS staff supports families and the effort to have good attendance. One tool we will utilize is an automated call home to inform parents of absences. The state of Missouri mandates that all students are in attendance at least 90% of the time.

### **ABSENCE NOTIFICATION**

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

- Contact the HS attendance office at 659-3060 from 7:30-3:30 (voicemail is no longer an option for absence reporting).
- E-mail [attendance.jchs@jcschools.us](mailto:attendance.jchs@jcschools.us).
- Fax (659-3153) or provide medical or court documents for excusing an absence.
- Contact your student's principal by phone or email if an absence will be for 3 or more days in a row.

### **ACTIVITY PARTICIPATION**

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

### **CLASSIFICATION OF ABSENCES**

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

Documented Excused absences include:

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

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

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

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

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

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

### **PART-TIME STUDENTS AND STUDENTS WITH OFF-CAMPUS ASSIGNMENTS**

Students are to leave school grounds immediately following their last block unless under the supervision of school personnel. Late starting part-time students are to report to the cafeteria no earlier than 10 minutes prior to their first

class and remain there until passing time begins. Students should not remain in vehicles once on school grounds.

### **TARDIES**

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

#### **External Tardy Process**

Students who are tardy to 1<sup>st</sup> block will report to the Red Bar sign in and get a pass to class. Students must show a valid school ID when reporting to the designated area in order to receive a pass to class.

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

Tardy 1-3 (Tardy logged, warning given)

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

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

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

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

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

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

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

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

#### **Internal Tardy Sweep Process**

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

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

\*\*\*\*There are no passes out of class for the first 20 minutes of each block. The exception is not the rule; therefore, professional discretion will be used for extenuating circumstances.

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

Tardy 1-2 (Warning)

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

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

Tardy 7 (Parent Contact, Assign 1 Saturday School)

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

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

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

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

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

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

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## **SECTION III – ACADEMICS**

### **A+ SCHOOL STUDENT FINANCIAL INCENTIVE PROGRAM**

The Department of Elementary and Secondary Education designates Jefferson City High School and Simonsen

Ninth Grade Center as an A+ High School. This program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible, students must:

- Be a U. S. Citizen, permanent resident, or lawfully present in the U.S.
- Sign an A+ Agreement Form with your high school prior to graduation.
- Attend a designated A+ School for three consecutive years immediately prior to graduation. (If one of your parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, you are exempt from this requirement. However, you must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements.)
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.\*
- Have achieved a score of proficient or advanced on the Algebra I, Geometry, or Algebra II end-of-course exams. If you meet all of the eligibility requirements except the end-of-course exam requirement, you may establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test. The Missouri Department of Higher Education will announce the qualifying ACT scores annually. For 2017-18 school year: A score of 17 on the math ACT with a cumulative GPA of 2.5, a score of 16 on the math ACT with a cumulative GPA of 2.8 or a score of 15 on the math ACT with a cumulative GPA of 3.0 will meet the assessment requirement for A+. (The scores have not yet been set for the 2018-19 school year, however, no changes are anticipated, 5/30/18)

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

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

\* Per school board policy, any student who receives an out-of-school suspension during the four-year period will be ineligible for A+.

**Contact Marcia Sankey, A+ Coordinator, 659-3048, if you have further questions. For more information, please visit the JCHS A+ website (<http://www.jcschools.us/domain/38>) or the Missouri Department of Higher Education A+ website. (<http://dhe.mo.gov/ppc/grants/aplus scholarship.php>)**

### **ACADEMIC INTEGRITY**

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

### **ACADEMIC PLANNING GUIDE**

Each school year the Counseling Department develops the Academic Planning Guide. The guide provides descriptions of courses offered and other pertinent information to a student's academic success including: potential prerequisites, course requirements, and/or unique obligations for individual courses. (<https://www.jcschools.us/domain/3321>)

### **ACHIEVEMENT LIST**

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



Honor Roll	Minimum GPA
A	3.667
B	3.000

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

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

### **CREDIT RECOVERY**

The E2020 program offers students an opportunity to recover credit for failed classes or to take enrichment courses through computer-based instructional programs. This program is Internet-based and allows students to work independently at their own pace; students are monitored for adequate progress and students that do not complete at least .50 credit course during 9-week seat E2020 course will not be allowed to enroll in an in seat E2020 course the remainder of the school year. Students will be able to complete work both at school and outside of school. All assessments must be completed in a proctored environment as determined by staff member designated to oversee online learning.

### **DIPLOMAS**

Students may earn a standard diploma or a college preparatory certificate. The standard diploma will require 29 credits, including credits required by the State Board of Education. The college preparatory certificate will require credits by the State Board of Education and includes four credits of English, mathematics, science and social studies; two credits in world language; a cumulative grade point average of 3.5 or higher; and a rating of proficient or advanced on two of three EOC tests administered at the high school level.

\*\*Students who demonstrate achievement of the standards of excellence in one or more subject areas will have the opportunity to apply for a departmental "Seal of Excellence" award. Information regarding the application process, as well as specific departmental requirements can be found in your Academic Planning Guide.

### **EARNING CREDIT**

1. The superintendent or designee is directed to assign credit values for courses offered by, or through, the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Jefferson City School District recognizes units of credit obtained through correspondence courses and courses delivered primarily through electronic media (such as satellite video, cable video or computer-driven online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit will be counted toward meeting the elective requirements for graduation and for meeting the district requirements, but it will not be counted toward the minimum number of credits required by the State Board.
4. The district may waive up to one unit of academics credit in communication arts, math, science and social studies, whichever is most appropriate, for students who successfully complete an eligible career/technical program.
5. Students may earn credit by other means as approved by the Board and in accordance with law

### **END OF COURSE EXAMS (EOC'S)/ACT**

End of Course Exams will take place at the completion of the following courses: Algebra I, Algebra II, Geometry, English I, English II, US History, Government, and Biology. Any student classified as a homebound and/or a part-time student is required to take the EOC test and/or tests as well. As part of the Department of Elementary and Secondary Education testing program, all juniors will take the ACT and sophomores will take the Pre-ACT tests. Whether students have previously taken these tests or not, on April 18, 2017 it is crucial that all sophomores and juniors are in attendance to take these tests.

### **GRADE LEVEL CLASSIFICATION**

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

<b>Class</b>	<b>Prior to beginning of year</b>	<b>At Mid Year</b>
Credits necessary to be a sophomore	6	10
Credits necessary to be a junior	13	17
Credits necessary to be a senior	21	21 and a plan to graduate (4 <sup>th</sup> year students)
Credits necessary to Graduate	29	

\*4<sup>th</sup>-year students must have a graduation plan in place.

### **GRADE POINT AVERAGE**

$\text{SUM}(\text{GPA Value} \times \text{GPA Weight}) / \text{SUM}(\text{GPA Weight})$

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

### **GRADE REPORTING**

A progress report of grades will be issued periodically throughout the term. 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. **ALL GRADES ARE INCLUDED IN THE CLASS RANK AND HONOR ROLL.** Term grades are entered in the student's permanent record. The following grade scale is used:

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

### **GRADUATION (EARLY)**

JCPS Board Policy IKFA

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

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

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

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

## **GRADUATION REQUIREMENTS**

JCPS Board Policy IKF

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

### **Requirements**

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

1. Complete a total of 29 credits, including credits required by the State Board of Education. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course that meets for at least 7,830 minutes a year. Half and quarter units of credit may be earned for courses meeting proportionately fewer minutes.
2. Pass proficiency exams concerning American History, American Institutions, Provisions and Principles of American Civics, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Jefferson City School District's educational program between the ninth and twelfth grades.
5. Effective as of the 2014–2015 school year, have taken the ACT examination as a junior in high school or other equivalent examination as otherwise provided by state law or the Missouri Department of Elementary and Secondary Education (DESE).
6. CPR Instruction (Section 170.310, RSMo): Graduates from any public school district or charter school must have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. As required by law, instruction shall be included in the district or charter school's existing health or physical education curriculum. Instruction shall be based on a program established by the American Heart Association, the American Red Cross or through a nationally recognized program based on the most current national evidence-based emergency cardiovascular care guidelines.

### **Exceptions**

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above. Eligibility for graduation of students enrolling after their seventh semester shall be determined by the high school administration, based upon the standards established above, and in the policy on Assignment of Students to Grade Levels/Classes (JECC).
3. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process.

Such instruction must have been completed in grades 9–12.

4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
5. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.
6. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

### **Earning Credit**

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Jefferson City School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit will be counted toward meeting all graduation requirements, including state minimum requirements.
4. The district may waive up to one unit of academic credit in communication arts, math, science and social studies, whichever is most appropriate, for students who successfully complete an eligible career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Additionally, upon the development and implementation of the required policy by DESE, the district will grant such credit as may be required by law for completion of a district-approved agriculture or career and technical education course for any communication arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made where the course for which the agriculture or career and technical education course is being substituted requires an end-of-course statewide assessment. The credit cannot be substituted for any course that requires a statewide end-of-course assessment. The policy required under this section shall be in addition to the optional waiver of one unit of academic credit for a three-unit career and technical program of studies.
5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
6. Students may earn credit by other means as approved by the Board and in accordance with law.

### **Diplomas**

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

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

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

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

### **Advanced Placement at the College Level**

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

\* \* \* \* \*

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

### **HOMEBOUND INSTRUCTIONAL SERVICES**

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

### **HOME SCHOOLING**

JCPS Board Policy IGBI

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

### **INFINITE CAMPUS/GRADE TRACKING**

Jefferson City High School maintains student grades through the web-based student information management system, Infinite Campus. Parents/Guardians and students may track academic progress by accessing Infinite Campus through the Parent Portal. Information to access the Parent Portal can be found on the district website at <https://jeffersoncitymo.infinitecampus.org/campus/jeffersoncity.jsp>. Jefferson City High School will NOT be mailing home hard copy progress reports during the 2017-2018 school year.

### **ONE-TO-WORLD TECHNOLOGY**

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

### **RECOGNITIONS/SCHOLARSHIPS/AWARDS**

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

### **SCHEDULE CHANGE POLICY**

A student's schedule will be changed for the following reasons:

- Computer error;
- Prerequisite courses not met;
- Duplicate credit;
- Administration, in conjunction with teachers, has the ability to change schedules in the event a student has been misplaced.

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

- Change of student interest;
- Negative effect of course grade on GPA
- Unnecessary for graduation

**\*\*All Term 1 and Term 2 schedule changes must be made before the semester begins. Beginning on the first school day in December students may request changes in Term 3 and Term 4 schedules. All changes must be made prior to the beginning of the semester.**

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

### **SCHOOL ISSUED TECHNOLOGY**

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

### **TEXTBOOKS**

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

### **WITHDRAWAL FROM SCHOOL**

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

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## **SECTION IV – ACTIVITIES**

[www.jeffersoncitysports.org](http://www.jeffersoncitysports.org)

### **ACTIVITY PARTICIPATION (SCHOOL ATTENDANCE POLICY)**

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

#### **\*\*Notification Procedures\*\***

- A student or parent may make arrangements for an absence prior to by calling or emailing the Activities

Office at 659-3047 or kim.brundage@jcschools.us

- It is at the Activities Director or Principal's discretion as to whether an absence will be approved for eligibility purposes.
- Students called out from assemblies will not be given approval.
- Notifications the day of an absence may not be approved.

### **CITIZENSHIP STANDARDS FOR SCHOOL ACTIVITIES**

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

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

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

#### **\*\*MSHSAA Citizenship Requirements\*\***

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

### **CLUBS, ORGANIZATIONS & TEAMS**

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

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

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

### **CLUB REQUIREMENTS**

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

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

Forming a new Club

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

4. With approval of the principal/designee, the club may be formed.

### **COURT GUIDELINES**

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

Homecoming Court (B/G):

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

Winter Sports Court (B/G):

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

Marcullus Court (G):

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

### **DANCES**

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

Dances begin at 8:00 PM and are over by 11:00 PM.; no one will be admitted to the dance after 9:30 PM. Student I.D.'s are required for JCHS students. Students will be required to submit to a breathalyzer test. Students who do not drive must have transportation to and from the dance and must be off school property within 20 minutes of the dance conclusion. Students on property after this time may face disciplinary consequences. Dress for each dance will be determined by the sponsoring organization with approval of the administration. The JCHS Dress Code may apply.

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

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

### **EVENT ATTENDANCE**

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

### **NATIONAL HONOR SOCIETY (NHS)**



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

Maintaining NHS Membership Status

- Enrolled full-time
- Maintain a minimum cumulative GPA of 3.5.
- Complete 20 hours of Service Learning per term.
- Participate in both Fall and Spring Service Projects
- Considered a credible citizen and in good-standing within the classroom, school and community
- Pay annual membership dues of \$10

**STUDENT COUNCIL**

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

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

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

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

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

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

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

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## SECTION V – DAILY OPERATIONS

**ACADEMIC SUPPORT**

Students are afforded numerous opportunities for academic support.

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

**ASSEMBLIES**

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

### **AUTOMOBILE REGULATIONS (Student Parking)**

Purchase of a parking permit provides a JCHS student the privilege of parking in designated lots in the spot assigned to them. The cost of this permit is \$40.00 annually. Students must turn in an application to the appropriate school official. Applications from juniors and seniors will be accepted during registration on a first come, first served basis. Parking spots will be assigned on a random basis with seniors placed first, and then juniors. Any senior or junior applying for spots after registration but prior to 8/17/17 will be assigned if space is available. All sophomores and any senior or junior applying after 8/17/17 will be placed on a waiting list, with spots assigned based on list order

Union Street is both a city street and school zone. Parking on Union Street is on a first come, first serve basis, and no permit is required.

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

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

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

### **BUS CONDUCT GUIDELINES**

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

#### **Permission to Ride Other Buses**

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

### **CONSTRUCTION**

Jefferson City High School will be under construction for much of the 2018-2019 school year. As such, all construction areas are off limits to students and staff. Students entering construction areas will be considered in violation of School Board policy JG-R1 and subject to discipline consequences. Contact between students and construction personnel is expressly prohibited and will be in violation of the student code of conduct and subject to disciplinary consequences.

### **CRISIS MANAGEMENT**

The Jefferson City Public Schools in conjunction with JCPD has developed a crisis management plan to deal with a

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

### **DISPLAYS OF AFFECTION**

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

### **DRESS CODE**

(Board Policy JFCA)

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

What follows is a list of acceptable items of dress: students need to learn to present themselves professionally and dress in a manner that helps them meet with success in the workplace.

- Slacks, jeans, capris, and other pants
  - Pants must be of appropriate fitness, neither too tight nor too loose
  - Must not show excessive skin due to holes
  - No sagging pants
- Dresses and skirts
  - Conservative necklines (No strapless, tube tops, halter tops, crop tops or spaghetti straps)
  - Must be an appropriate length so as not to reveal excessive or inappropriate areas of the skin. Please be mindful that as you bend, reach, wear a backpack or otherwise move about the school building, the length of the clothing must not shift to reveal excessive or inappropriate areas of skin
- Shorts with an inseam of at least 3 inches or more
- Tops/Shirts
  - Must have conservative neckline
  - Must not show waistline skin (No midriffs)
  - Must not advertise or suggest inappropriate messages (Examples: Alcohol, Tobacco, Weapons, Profanity, or Sexual Innuendos)

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

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.

### **ELECTRONICS/TECHNOLOGY**

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

### **EMERGENCY PROCEDURES**

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

#### **Fire:**

1. Calmly and quietly exit classrooms under the direction of the teacher.
2. Close and lock classroom doors.
3. Proceed to the designated stairwell and/or exit.

4. Exit the building and proceed to designated meeting point a safe distance from the building.
5. Take attendance and display appropriate indicator card.
6. Remain at meeting point until the “All Clear” is sounded.

#### **Tornado**

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

#### **Earthquake**

##### *If Inside:*

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

##### *If Outside*

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

#### **Lockdown**

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

#### **FUNDRAISING**

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

#### **LANYARDS & STUDENT IDENTIFICATION CARDS (ID's)**

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

#### **LIBRARY**

The library is open to students daily from 7:30 AM until 3:30 PM. Student IDs are required for entry and checking out materials. Books are due the first Monday of each month. Notices are sent after books become overdue. Fines are \$0.05 per school day for regular books, \$0.25 per hour for reserve materials. Magazines and most audiovisuals are checked out for overnight use only.

#### **LOCKERS & LOCKS**

Lockers are not required, but are available upon request. Students must use school-issued locks. Students will be loaned a lock. Students failing to return a lock will be charged the replacement cost. Administration reserves the right to search lockers at any time. Notice may or may not be given prior to inspections and a law enforcement canine unit may be used.

## **LUNCH**

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

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

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

The cafeteria staff reminds students that they may NOT CHARGE their meals. The staff makes every effort to let students know their current lunch balances beginning at \$10.00. On the website mySchoolBucks.com, guardians can check student’s account balances at any time and can also make deposits to their accounts. One item to note is that there is a \$1.75 charge for deposit transactions and the monies take 24 hours before being posted to the account. If paying by check, it can take up to 14 days before the money is received. We ask you to please plan ahead. A low balance alert can also be set up on your mySchoolBucks.com account. Guardians will receive an email when their students reach the “alert amount” specified by the guardian.

## **OFF-LIMIT AREAS**

Off-limit areas include, but are not limited to, streets, parking lots, cars, Jay or Jayette Drive, behind the Little Theater or the Nichols building. During a student’s lunch, the only place students are authorized to be is in the cafeteria.

## **PERSONAL PROPERTY**

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

## **RELEASING STUDENTS**

The district recognizes that rules regarding the dismissal of students are a necessary part of the district’s safety program. Refer to District Notices and Policies “Dismissal Precautions” on page 28 of the handbook.

## **SCHOOL DAY EXPECTATIONS**

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

## **SCHOOL MESSENGER**

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

## **SCHOOL NURSE**

The nurse’s office is open from 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 and their Student ID to be permitted into the nurse’s office except in the case of emergency. Additional information regarding school nurse information can be found at <https://www.jcschools.us/Page/9042>.

### **Illness or Emergencies**

In cases of serious injury or illness, the school nurse should be notified immediately. The EMS (911) may also be called. The nurse, designated school personnel and/or emergency medical personnel will care for the student and the parents will be contacted as soon as possible. If this proves impossible, the student will be cared for as directed by the school nurse. For minor illnesses or injuries, students will be cared by school personnel trained in first aid. To prevent the potential for an illness or communicable disease, students exhibiting symptoms of impending illness will be sent home from school. Factors considered before sending students home are:

- **The effect of illness on student's ability to be productive at school**
- **Fever of 100 degrees or more**

In an effort to prevent the spread of disease and ensure good health and safety for the students of our school, we have established the following guidelines and request students do not come to school if during the previous 24 hours they exhibit any of the following symptoms:

- **Temperature of 100 degrees or greater without the use of fever reducing medicine**
- **Vomiting or diarrhea\***
- **An unusual or unexplained rash\***
- **Persistent cough**
- **Ongoing symptoms of discomfort or immobility from a home injury**
- **red, inflamed eyes (pink eye) excluded until diagnosed and treated for 24 hours with antibiotic drops.**
- **Impetigo (a contagious skin condition with crusty areas especially about the nose).**
- **Head Lice (excluded until proper treatment and live lice are no longer present).**
- **Scabies (excluded until appropriate medical treatment)**
- **common childhood diseases -State Regulations.**
- **Chicken pox ( excluded until all blisters have dried into scabs; usually by day six after the rash begins).**
- **Strep Throat ( following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school).**

**\*Students sent home ill with elevated temperatures, vomiting or diarrhea should be kept at home until they are symptom free for twenty four (24) hours without the use of fever reducing medications.**

#### **Medication**

Medication received for students through the nurse's or school office will be administered by a Registered Nurse, Licensed Practical Nurse, or designated school personnel trained and supervised by the registered professional nurse. Staff members other than those designated by the school nurse are not to provide medications to students under any circumstance. (Policy JHCD).

#### **Immunizations**

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

### **SCHOOL RESOURCE OFFICER**

A School Resource Officer (SRO) is provided to 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.

### **STUDENT DISCIPLINE CONSEQUENCE GUIDELINES**

#### **Lunch Detention (LD)**

1. If eating, get in line immediately and get lunch.

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

**Detention (After School) – Nichols Room 270C**

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

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

**In-School Suspension (ISS)**

Students are assigned to ISS by a principal. Students assigned to ISS, will report to the red bar to meet the supervisor and will be escorted to the ISS room.

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

**Student Suspended Classroom (SSC)**

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

**Out-of-School (OSS)**

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

**Saturday Detention**

Students are assigned Saturday Detention by a principal.

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

**TRANSGENDER RESTROOM USE**

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

1. Student restroom accommodations remain unchanged. Given the ongoing lack of direction at the federal and state levels, coupled with contradictory court decisions, the school district has not made any changes to its restroom practices and awaits direction from the U.S. Supreme Court on the specific issue of restroom

availability as it relates to gender nonconforming and transgender students. District administrators continue to be available to meet with students and their families regarding any questions, concerns or needs that they may have.

2. There are a limited number of single stall restrooms available throughout the building which can be made available for students as needed and/or requested without regard to gender status.. Administrators are available to meet with students and their families to develop plans to best meet their individual needs.
3. Counseling staff are available to work with students to address their individual needs.

### **WEBSITE**

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

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

### **ABSENCES AND EXCUSES**

#### **JCPS Board Policy JED**

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

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

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

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

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

### **ALCOHOL/DRUG ABUSE**

#### **JCPS Board Policy JFCH**

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



students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

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

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

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

### **ASSESSMENT PARTICIPATION**

The Jefferson City Public School (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 or student learning under state regulations. Jefferson City Public School Board Policy (IL) requires all students enrolled in the district to participate in every aspect of this assessment program.

The 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.

### **ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES**

JCPS Board Policy JECC

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

Transfers from Accredited Schools

For the purposes of this policy an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges

and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or equivalent agencies.

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

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

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

JCPS Board Policy JFCG

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

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

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

### **COMMUNICABLE DISEASES**

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

#### **Immunization**

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

#### **Universal Precautions**

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

#### **Categories of Potential Risk**

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

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

#### **Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin

lesions that could potentially be associated with transmission of both bloodborne and non-bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

### **Confidentiality**

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

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

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

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

### **Notification**

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

## **COMPULSORY AND PART-TIME ATTENDANCE**

### **JCPS Board Policy JBA**

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

### **Compulsory Attendance**

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

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

### Part-Time Attendance

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

### Students Withdrawing From or Dropping Out of School

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

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

## **CONDUCT ON SCHOOL TRANSPORTATION**

### JCPS Board Policy JFCC

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

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

## **DISCIPLINE**

### JCPS Board Policy JG

It is essential that the district maintain a classroom environment that allows Teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Off-campus misconduct and speech that substantially and materially disrupts the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student

conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

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

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

#### JCPS Board Policy JG-R

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.

#### **Reporting to Law Enforcement**

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

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

### **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

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

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

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

### **DISMISSAL PRECAUTIONS**

JCPS Board Policy JEDB

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

#### **Dismissal from School**

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

#### **Early Dismissal**

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

Procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies permitted or required by law.
2. The District will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation.
3. Students who are 17 years old and living independently and students 18 or older must validate their own

attendance and dismissal.

4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian
5. Any person requesting release of a student must present proper identification prior to release of the student.

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

#### Dismissal from School Activities

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

#### **DRESS CODE**

##### JCPS 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 of 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.

#### **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:

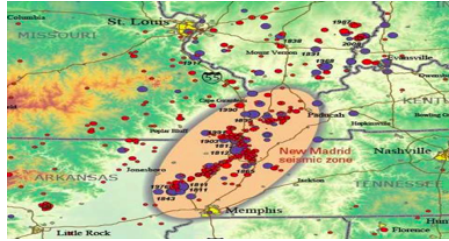
1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining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





## **PROHIBITION AGAINST HAZING AND BULLYING**

### JCPS Board Policy JFCF

#### General

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

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

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

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

#### **Definitions**

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

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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

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

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

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

### **ENSURING A POSITIVE LEARNING AND WORKING ENVIRONMENT**

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

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

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

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

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

#### **Staff**

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

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

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

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

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

Allegations of illegal discrimination or harassment will be resolved in accordance with policy AC.

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

### **STUDENT COMPLAINTS AND GRIEVANCES**

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

representative. Complaints regarding alleged discrimination or harassment shall be processed in accordance with Board of Education policy AC. The following guidelines are established for the presentation of student complaints and grievances: The teacher shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.

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

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

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

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

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

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

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

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

### **General Rule**

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

The Board also prohibits:

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

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

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

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If

discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

#### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

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

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

#### **School Nutrition Programs**

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

#### **Interim Measures**

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

#### **Consequences and Remedies**

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

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

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

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

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

#### **Definitions**

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

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a

person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

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

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

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

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

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

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

### **Compliance Officer**

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

Human Resources Coordinator

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

Phone: 573-659-3013

Fax: 573-659-3044

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

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

Jefferson City Public Schools

315 E. Dunklin Jefferson City, MO 65101

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

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

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

The compliance officer or acting compliance officer will:

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

### **Public Notice**

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

### **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district. Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding

actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations. Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

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

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

### **Investigation**

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

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

### **Grievance Process Overview**

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

### **Filing a Grievance**

Grievances shall be submitted in writing to the compliance officer:

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

### **Grievance Process**

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

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's



attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

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

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

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

### **SUICIDE AWARENESS AND PREVENTION**

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

### **Response Plan**

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

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

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

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

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

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

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

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

1. Make every effort to locate the student immediately, and do not leave the student alone.

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

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

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

### **Confidentiality**

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

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

### **Inspection**

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

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

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

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

1. Any other protected information survey regardless of the funding source. A protected information survey includes a survey, analysis or evaluation that reveals any of the following: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; or income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others. The district will directly notify parents of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to occur.

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

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

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

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

### **TRUANCY**

JCBS Board Policy JEDA

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

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

### **WEAPONS IN SCHOOL**

JCPS Board Policy JFCJ

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

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

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

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

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

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

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

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## **SECTION VII – STATEMENTS OF LEGAL COMPLIANCE**

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

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

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

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

### **DISTRICT HARASSMENT POLICY**

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

### **FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 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.
- 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*

### **FREE AND APPROPRIATE PUBLIC EDUCATION**

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; birth date 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.

March 2010

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

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

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

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **NOTICE OF NONDISCRIMINATION –**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the district are hereby notified that the district does not discriminate on the basis of race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin, ancestry, disability, age, genetic

information or any other characteristic protected by law, in admission or access to, or treatment or employment in, its programs and activities.

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

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

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

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

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

**SPECIAL EDUCATION PUBLIC NOTICE**

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

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

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

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

*This notice will be provided in native languages as appropriate.*



## **STUDENT RECORDS**

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

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

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

### **Definitions**

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

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

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

### **Health Information**

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

### **Parent and Eligible Student Access**

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

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

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

### **Directory Information**

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

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

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 e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

#### **Law Enforcement Access**

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

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

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

#### **Law Enforcement Unit Exception**

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

#### **Children's Division Access**

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

#### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military

recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.  
In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

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## **SECTION VIII – ADDENDUMS**

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