

Nichols Career Center

STUDENT HANDBOOK

2018-2019

The career programs at Nichols Career Center (NCC) help students begin preparation for a great career while still in high school.



Automotive Collision
Automotive Technology
Agricultural Education
Broadcast Media

Building Trades
Computer Technology
Culinary Arts
Mechatronics

Graphic Communications
Health Sciences
Heating, Air Conditioning, & Refrigeration
Welding Technology

This Handbook Belongs To:

Name _____

Address _____

Phone _____

E-mail _____

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SECTION I - INTRODUCTION

Welcome To Nichols Career Center

The beginning of a new school year is upon us. Welcome back! I hope each of you has had an enjoyable summer and are prepared for the many exciting things that will occur during the upcoming school year. Whether you are a new or returning student, I am confident that you will find a rigorous and engaging program of study here at Nichols. Our staff looks forward to partnering with you and sharing in these exciting times.

You will be experiencing many new and diverse learning opportunities this year. Our dedicated and highly responsive staff will be focused on challenging you and stretching your learning experience, helping you grow socially, and guiding you toward independent thinking and problem solving. We also will focus on developing students of good character. As we guide you to making good choices and decisions, we are encouraging you to demonstrate the best of yourself and to make positive contributions to the groups and organizations to which you belong. We will also work toward developing a culture where a sense of personal pride will be cultivated within our students and staff.

I sincerely hope that your experience at Nichols Career Center exceeds your expectations. I encourage you to share any ideas or suggestions you might have for improving our school with me or any of our teachers. Together we can achieve great things this year at Nichols Career Center!

Sincerely,

Sharon Longan

Director

Nichols Career Center Mission

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

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

Philosophy

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

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

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

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

STATEMENTS OF SUCCESS

As a Student of Nichols Career Center:

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If

it is to be, it is up to me.

- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments.
- I will value time, come to classes on time, and be attentive and participate.
- I will set positive, specific, and measurable goals and I will visualize myself in possession of them.
- I will be an active learner. I will ask questions and seek guidance as often as needed and within the capacity of the faculty/staff member.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

STUDENT RIGHTS AND RESPONSIBILITIES

I. Each Student Has The Right To:

- have the opportunity for a free education in the most appropriate learning environment.
- have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- be secure in his/her person, papers and effects against unreasonable searches and seizures and privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is breaking state law or policy.
- expect that the school will be a safe place with no fear of bodily harm.
- expect an appropriate environment conducive to learning and free of sexual harassment.
- not to be discriminated against on the basis of sex, race, color, creed, religion, national origin or disability.
- expect to be fully informed of school rules and regulations.
- expect due process in accordance with policies and procedures of the Board of Education. Appeals should be directed to the building principal.
- students who have a grievance against the Jefferson City Public Schools may find the provisions for filing such grievance in the policies of the Board of Education. See Student Process Rights, [fileJFA](#) of the Board of Education Manual. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law, or in school district policies, rules and regulations.

II. Each Student Has the Responsibility To:

- know and adhere to reasonable rules and regulations established by the Jefferson City Board of Education and implemented by school faculty and staff.
- respect the human dignity and worth of every other individual.
- refrain from libel slanderous racial or sexually harassing remarks and

- obscenity in verbal and written expression.
- study diligently and maintain the highest possible level of academic achievement.
- be punctual and present in the training program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- expect due process in accordance with policies and procedures of the Board of Education. Appeals should be directed to the building principal.
- carry only those materials which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker.
- act with integrity in regard to academic performance. This includes not cheating on tests, doing one's own homework, and, in general, doing all work and/or assignments to the best of the student's own individual ability.

NOTE: To review the complete Jefferson City Public Schools Board policy, you may go to the JCPS website at www.jcschools.us. To review a paper copy of this policy, you may go to Nichols Career Center, Room 261.

ACCREDITATION

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

SENDING SCHOOL DIRECTORY

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

Blair Oaks R-II Blair Oaks High School 6124 Falcon Lane Jefferson City, Missouri 65101 573-635-8514	Jefferson City High School 609 Union Street Jefferson City, Missouri 65101 573-659-3050
Moniteau County R-I California High School 1501 West Buchanan California, Missouri 65018 573-796-4911	New Bloomfield R-III New Bloomfield High School 307 Redwood Drive New Bloomfield, Missouri 65063 573-491-3315
Calvary Lutheran High School 2525 Route B Jefferson City, Missouri 65101 573-638-0228	Cole County R-I Russellville High School 13600 Route C Russellville, Missouri 65074 573-782-3313

Osage County R-III Fatima High School P. O. Box 37, 143 East Main Westphalia, Missouri 65085 573-455-2375	South Callaway County R-II South Callaway High School 10135 State Road C Mokane, Missouri 65059 573-676-5211
Helias High School 1305 Swifts Highway Jefferson City, Missouri 573-636-6139	Southern Boone High School 14520 Crump Lane Ashland, MO 65010 573-657-2144
Jamestown C-I Jamestown High School 222 School Street Jamestown, Missouri 65046 660-849-2141	

DIRECTORY INFORMATION

Do you have a question? This material was compiled to assist parents/guardians and students to obtain answers to questions as quickly as possible. Please call sources as needed below by dialing the appropriate number.

Mrs. Longan
sharon.longan@jcschools.us
Director 659-3049

Mr. Bashore
cody.bashore@jcschools.us
Assistant Director 659-3110

Mr. Plume
travis.plume@jcschools.us
Secondary Guidance 659-3113

Ms. Buschman
stacy.buschman@jcschools.us
Resource Educator..... 659-3105

Mrs. Copeland
peggy.copeland@jcschools.us
Administrative Assistant/Business Services.....659-3082

Mrs. Johnson
janet.johnson@jcschools.us
Administrative Secretary to Director..... 659-3100

Nichols Career Center Faculty

Sharon Longan	Director
Laura Apperson (Simonsen).....	Agricultural Education
Stacy Buschman	Resource Educator
Dennis Bruemmer	Auto Collision Technology
Erin Carl	Agricultural Education/Dept. Chair
Jim Farthing	Computer Technology
Shellie Goodin	Health Sciences
Joe Hires	Automotive Technology
Linda Heckman	Math Readiness Coord.
Kristin Imhoff	Communication Arts Coord., Tech Integration
Rachel Longan.....	Agricultural Education
Amber Moore	Culinary Arts
Travis Plume	Secondary Guidance
Dawn Sees	Graphic Communications
Craig Strope	Heating, Air Conditioning & Refrigeration
Kenny Thomas	Welding
Brent Whelan	Broadcast Media
Bryan Wolf	Building Trades
Matt Yeager	Mechatronics

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/>). The content of this handbook could be amended during the school year due to unexpected changes in State and Federal law and local Board policies.*

STUDENT SERVICES

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

Counseling and Career Placement

Mr. Plume (Room 262)

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

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

section of the NCC website: www.nicholscareercenter.org.

Resource Educator

Ms. Buschman (Room 269-A)

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

Math Integration; Embedded Credit

Mrs. Heckman (Room 270)

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

Communication Arts/Tech Integration

Ms. Kristin Imhoff (Room 262)

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

SECTION II - ATTENDANCE

ATTENDANCE

Regular attendance is a good habit and is a predictor of future success. Absence from a class can never be completely made up because the student will have missed class discussion, teacher presentation and his/her own opportunity to participate. There is a close relationship between excellent

attendance habits and classroom success. Beyond the classroom, you will find employers who are seeking to hire students with a history of excellent attendance. Regular and punctual patterns of attendance will be expected of each student enrolled at Nichols Career Center. Note: Students who do not maintain a 90% attendance rate or higher may be prohibited from returning to a program.

REPORTING AN ABSENCE

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

- Contact home school attendance office
- Contact the Nichols Career Center attendance office at **573-659-3100**
- Leave a detailed message including the student's name, grade and a call back number if no one is available to take your call.
- Fax (659-3154), email janet.johnson@jcschools.us **or** provide medical or court documents for excusing an absence.
- Contact your student's principal by phone or e-mail if an absence will be for 3 or more days in a row. **573-659-3082**
sharon.longan@jcschools.us

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

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

CLASSIFICATION OF ABSENCES

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

Documented Excused absences include:

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

Parent notification of an absence is considered Not Documented Excused. Excessive Not Documented Excused and Unexcused absences will result in a

loss of make-up privileges. See process and procedures for homework and make-up work.

HOMEWORK AND MAKE-UP WORK PROCESS AND PROCEDURES

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

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

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

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

ACTIVITY PARTICIPATION

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

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

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

LEAVING SCHOOL DURING THE SCHOOL DAY

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

NOTE: JCHS students follow the procedure in the JCHS student handbook. Failure to follow the appropriate procedure will result in disciplinary action.

TARDY POLICY

Sending School Students:

Students are expected to be in class on time in order to increase learning time and decrease class disruptions. Consideration is given to students whose home school bus is running late. However, bussed students must report directly to class if arriving after class start time. When students are tardy at the beginning of class, they are to report to the NCC office for a late pass which must be presented to the teacher when reporting to class. The tardy will be recorded by the office. This does not include students who are late because their bus is late. Teachers will have a set procedure in place for students who come with a tardy pass that will provide the least disruption possible for the classroom environment.

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

Tardy 1

Tardy logged, warning given, pass to class

Tardy 2-3

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

Tardy 4

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

Tardy 5

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

Tardy 6 or more

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

Chronic tardies to Nichols Career Center programs may result in dismissal from the program at term.

Tardies from breaktime are to be dealt with by the instructor and does NOT count as one on the Tardy Policy detailed above. If administrative support is needed for these, the Principal or her designee will assist and appropriate consequences will be given. Teachers can revoke break privileges to compensate for lost time.

Jefferson City Students:

Students are expected to be in class on time in order to increase learning time and decrease class disruptions. All PM Nichols Career Center students including the 4th block Culinary students are released from lunch at 11:57. Teachers will be at their classroom door from 11:57 – 12:02. Teachers will have their phone alarm set for 12:02. At that time they will enter the classroom and begin their classes. Students arriving after 12:02 are tardy and will report to the NCC main office and see Mrs. Janet Johnson. Mrs. Johnson will record the tardy in Infinite Campus and will give the student a tardy pass to class. Teachers will have a set procedure in place for students who come with a tardy pass that will provide the least disruption possible for the classroom environment.

5th Block Culinary students will also follow the tardy sweep policy on a daily basis. Chef Moore will be at the door greeting students from 1:26 – 1:35. This amount of time includes the time needed for students to get changed and in the appropriate attire for Culinary class. Chef Moore's phone alarm will be set for 1:35. At that time she will enter the classroom and begin class. Students arriving after 1:35 are tardy and will report to the NCC main office and see Mrs. Janet Johnson. Mrs. Johnson will record the tardy in Infinite Campus and will give the student a tardy pass to class. Chef Moore will have a set procedure in place for students who come with a tardy pass that will provide the least disruption possible for the classroom environment.

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

Tardy 1

Tardy logged, warning given, pass to class

Tardy 2-3

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

Tardy 4

Tardy logged, discipline referral, principal or designee will make parent contact, 1 day of ISS is assigned. The ISS will be for their Nichols Career Center program only not for their entire school day.

Tardy 5

Tardy logged, discipline referral, principal or designee will make parent contact, 1 day of ISS is assigned. The ISS will be for their Nichols Career Center program only not for their entire school day.

Tardy 6 or more

Tardy logged, principal will set up a meeting with parent, referred directly to the building principal or designee for further disciplinary action. Chronic tardies to Nichols Career Center programs may result in dismissal from the program at term.

Tardies from breaktime are to be dealt with by the instructor and does NOT count as one on the Tardy Policy. If administrative support is needed for these, the Principal or her designee will assist and appropriate consequences will be given. Teachers can revoke break privileges to compensate for lost time.

Classroom teachers are not expected to change attendance from absent to tardy. Changes made in Infinite Campus to attendance will be handled by secretarial staff.

Note: Attendance, which includes punctuality, may prohibit a student from receiving break opportunities or even returning to a program.

A.M. Sending School Students report to class at 7:55 A.M. or as soon as their bus arrives. Jefferson City AM students report to class at 7:50a.m. P.M. students report to class by 12:02.

SECTION III - ACADEMICS

ADD OR DROP A PROGRAM

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

excessive absenteeism, failing grades or disciplinary reasons. Any changes to the original roster of students will be clearly communicated with the sending school officials.

ACADEMIC INTEGRITY

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

ACADEMIC PROGRESS

Satisfactory academic progress is expected of all students. Problems in the area of academic progress will not usually be considered a disciplinary issue. A student experiencing problems in this area will be referred to his/her assigned counselor and the parent(s)/guardian(s) of the student will be contacted. After parent/counselor/ administrative contact, any student who has a grade of D (1.00) or lower at the end of any term, may be dropped from a program.

ARTICULATION CREDIT

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

INDUSTRY/READY CREDENTIALS

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

DUAL CREDIT

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

COMPREHENSIVE FINAL EXAMS/PROJECTS POLICY

Students will be expected to be in attendance and complete all comprehensive final examination 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.

TECHNICAL SKILLS ATTAINMENT EXAMS

Federal Law requires that all students who complete a Career & Technical Education program of study be assessed on their skills attainment. Students will

take this exam when they complete the required curriculum, which is typically during the final term of their program.

GRADE REPORTING

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

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

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

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

WF....Withdrawn failing, failing work being done at the time of withdrawal or course is dropped after the deadline for schedule changes (4 days after classes begin).

A 3.00 (B) average or above must be attained in a given semester for a student to be listed on the honor roll.

HONOR ROLL

For NCC honor roll status, a student must achieve a “B” (3.00) average or above in a given semester earning 4 units of credit in his/her career and technical program. Students will receive a certificate for the first semester honor roll.

INFINITE CAMPUS/GRADE TRACKING

Nichols Career Center maintains student grades through the web-based student information management system, Infinite Campus. Parents/Guardians and students may track academic progress by accessing Infinite Campus through the Parent Portal. Information to access the Parent Portal can be found on the district website at <http://jcschools.schoolwires.net//site/Default.aspx?PageID=184>

PROGRAM AWARDS

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

- Maintain honor roll status.
- Maintain excellent attendance (95%).
- Must pass the Technical Skills Attainment (TSA) Exam.
- Exhibit scholarship, citizenship, leadership, skill, honesty, service and responsibility.

SEAL OF EXCELLENCE

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

- Student must complete their respective career and technical program of study and be enrolled in the final term of their program. Eligibility is not limited to one program nor contingent upon other programs.
- Student must maintain excellent attendance (at least 95%).
- Student must maintain a minimum career and technical program grade of 3.66 (A- average).
- Student must pass their respective Technical Skills Attainment (TSA) Exam.
- Student must demonstrate mastery in 90% of the instructional competencies addressed in the program area.
- Student must exhibit outstanding work habits in classroom, work experience, and/or shop activities. This includes citizenship, leadership, technical knowledge, safety procedures and a cooperative attitude with instructors, co-workers, and/or fellow students.
- Students must be an active member of the appropriate student organization (DECA, Skills USA).

TEXTBOOKS

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

SECTION IV - ACTIVITIES

ACTIVITY PARTICIPATION

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

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

Field trips are sometimes planned as part of the instructional day while at Nichols Career Center. If the trip would affect a student's schedule beyond their Nichols Career Center time, a specific permission slip will be sent home. However, if the trip is within the confines of their time at Nichols, parent permission is obtained by signing the appropriate form in the back of this handbook.

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

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

CLASSIFICATION OF ABSENCES

Absences will be designated as excused or unexcused. 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/technical career visits
- Cases specifically approved by the building principal. Any absences not described in the list above will be considered unexcused. This includes parent notification of an absence the day before an event without being excused by the principal or his/her designee, the student shall not be eligible (*see Notification Procedures below*).

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

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

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

SkillsUSA: Students from the following programs join this organization: Automotive Technology, Auto Collision Technology, Broadcasting, Building Trades, Graphic Communications, Computer Technology, Electronics, Culinary Arts, Health Sciences, Heating/ Air Conditioning/Refrigeration, and Welding.

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.

OFFICER CRITERIA

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

SECTION V - DAILY OPERATIONS

ACCIDENT INSURANCE

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

Please note: The Reliance Standard Life Insurance Company offers a reasonably priced optional student accident insurance plan that can help parents pay for some of the medical expenses due to accidents that may occur during school hours and while away from school, including the weekends and all vacation periods including the summer months. For additional information regarding this one-time cost, go to:

https://kidguardinsurance.com/pages/parent_pages/93/optional-voluntary-coverage

ADDRESS CHANGES

It is extremely important that a current address and phone number be available for every student. It is the student's responsibility to notify the appropriate personnel of changes. JCHS students should notify the attendance office. All other sending school students should notify the NCC counselor. All correspondence for secondary students will be sent to the custodial parent/guardian.

CRISIS MANAGEMENT

The Jefferson City Public Schools has developed a crisis management plan to

deal with a crisis in, or around, a school building. Although not every crisis can be foreseen, the appropriate management of any crisis is important in a school setting. 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. Emergency drills will be held and practiced.

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 in regards to general rules and expectations:

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

Note: The instructor for each career education program will determine appropriate or required dress codes for their program and shop/lab areas. Students will be informed of these dress requirements at the beginning of

the school year. Students who are not dressed appropriately per teacher requirements will not be allowed to work in the shop/lab areas. This is a matter of safety as well as training for industry standards. Students who do not adhere to these requirements are subject to disciplinary action if the situation is not resolved and may be removed from their respective program.

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

Technology for educational purposes is encouraged and is at the discretion of the teacher. Students bringing these 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.

Electronic devices, including cell phones, may be prohibited within a teacher's classroom or lab area as determined by the instructor. Safety is of the utmost concern in our shop and lab areas. Therefore, distractions, such as cell phones, are not permitted in some areas unless approved by the instructor for educational purposes. Students who will not comply with this requirement will receive disciplinary consequences.

Teachers are encouraged to require students to lock cell phones in their locker during lab/shop activities or during any time cell phones are prohibited during their class time. This strategy is used to minimize distractions that can cause disruptions to the learning process or could result in a safety hazard.

EMERGENCY PROCEDURES-NICHOLS CAREER CENTER

Emergency preparedness drills will be developed by the superintendent or designee in cooperation with the building principal. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area and students will be briefed on all procedures.

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

FIRE:

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

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

TORNADO DRILL GENERAL PROCEDURES:

1. Move quickly and quietly to assigned safe area.
2. Close and lock classroom doors.
3. Assume duck and cover position upon arrival to the assigned area.
4. Take attendance and display appropriate indicator card.
5. Remain in position until the “All Clear” is sounded.

Please see the JCPS Crisis Management Plan for specific classroom instructions.

EARTHQUAKE DRILL

PROCEDURES: If inside:

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

If outside:

1. Move quickly and calmly away from the building and overhead power lines.
1. Lie flat, face down and cover your head.
2. Take attendance and display appropriate indicator card.
3. 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.

FOOD AND BEVERAGES IN THE BUILDING

Students are not to store perishable items in their lockers. Cafeteria food may not be taken outside the cafeteria area.

LOCKERS

Students may be assigned to a hallway locker, if they so desire, by contacting Mr. Plume in Room 262. A student should keep the locker neat and clean. No one shall write on or in the lockers. Lockers needing repair should be reported to the office. Students are encouraged not to store valuables or money in lockers. The lockers are the property of the Jefferson City Public Schools and are under joint control of the student and the administration.

LOITERING

Students are not to loiter on school property or on the streets and residential areas which are adjacent to the school. This restriction includes school hours as well as the time students are arriving and departing from school or from school sponsored activities. Bus students are to remain in the bus loading area after class and are to remain on school grounds upon arrival each day. Students are to vacate the building each day by 3:15 unless under the direct supervision of staff.

LUNCH TIME

Secondary students are not permitted to leave the school grounds or be in off-limit areas during lunchtime. This will be considered truancy. Students must stay out of halls where classes are in session.

MEDICAL/ACCIDENT/EMERGENCY TREATMENT

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

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

OFF-LIMIT AREAS

Non-JC students must enter the NCC building and come directly to the 2nd floor until departure time. Non-JC students are not allowed on the first floor of NCC or in the Jefferson City High School at any time without the approval of an NCC administrator. Non-JC students are not allowed at vending machines on the 1st floor of NCC. Not adhering to these rules may result in disciplinary action. Culinary Arts and Ag students are the exception because their classrooms are located on first floor.

REQUIRED COSTS

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

SCHOOL CANCELLATIONS

When Jefferson City Public Schools cancel classes because of inclement weather, Nichols Career Center will also not be in session.

In the event of weather-related school cancellations or bus snow route information, the following communication tools are available for your use to stay informed regarding school emergencies and other issues:

- Call the JCPS School Info Line at 635-JCPS (635-5277)
- Check on the JCPS website at www.jcschools
- Sign up on the JCPS website for the JCPS Key Communicator e-mail service and/or TextJCPS text messaging service
- Announcements will be made on all local radio and television stations

STUDENT ID CARDS AND LANYARDS

Students are to wear and display their ID and lanyard in such a way that it is easily seen. ID cards are not to be defaced or altered in any manner. Students are provided with one Nichols Career Center ID. If it is lost, stolen, or left at home it will be the student's responsibility to purchase a new one at the cost of \$5.00.

DISPENSING OF MEDICINE

The nurse's office does not dispense aspirin or Tylenol. Students taking prescribed medication should report the use of this medicine to the school nurse. Students may not dispense (give) medicine to other students. Students who dispense (give) medicine to other students are subject to disciplinary action. No medication shall be stored in lockers.

STUDENT ILLNESS

Any student who becomes ill during the school day should request a pass from his/her teacher and report to the nurse's office in Room 251-A. The school's

nurse will telephone the parent/guardian if the illness or injury warrants that the student be dismissed from school. Students sent home ill with elevated temperatures, vomiting or diarrhea are asked to be kept at home until they are symptom-free for twenty-four hours.

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

WEB ADDRESS

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

SECTION VI - DISTRICT NOTICES AND POLICIES

CAMPUS SECURITY

NCC will take security measures necessary to ensure the safety of all students and staff.

All emergencies and possible criminal activities will be reported to the appropriate authorities. Students and faculty will take the following appropriate action:

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

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

ALCOHOL/DRUG ABUSE

Due to the nature of the Career and Industry programs, and the safety requirements, students suspected of the use of alcohol/drugs will be disciplined if found in non-compliance. Nichols Career Center expects students to adhere to the Alcohol/Drug policy of their home school as well as

the policies at Nichols Career Center. Sending school principals will be notified immediately if students are suspected of such violations. In cases where a student is found to be under the influence of drugs, a contract will be written in order for the student to continue with their program. This contract includes random drug screens which are coordinated with the Jefferson City High School athletic/activities office. Because safety is of the utmost importance, disciplinary actions may cause a student to be terminated from the Nichols Career Center program in order to protect the welfare of all students and staff.

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 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.

HAZING AND BULLYING

In order to promote a safe learning environment for all students, Nichols Career Center prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. 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 report promptly 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. District staff will report incidents of hazing and bullying to the building principal. The administrators 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.

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 initiation, affiliation, admission, membership or maintenance of membership in a 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 try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats or retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

INTERNET POLICY

All students using district computers will be required to sign a usage policy

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

DISCIPLINE GUIDELINES

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

Board Policy JG

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

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

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct and speech that substantially and materially disrupt the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

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

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

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

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

Board Policy JGR1

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.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

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

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

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

First Offense:	Principal/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying (see Board policy JFCF) – Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyberbullying, and exclusion from a peer group.

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

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

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

Harassment/Discrimination (see Board policy AC) – Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

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

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

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

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

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

Sexual Harassment/Discrimination (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of

unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

2. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Technology Misconduct (see Board policy EHB and regulation EHB-R)

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

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

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

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

3. Violation other than those listed in (2) or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

Theft – Theft, attempted theft or knowing possession of stolen property.

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

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

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

Tobacco

1. Possession of any tobacco products on school grounds, school transportation or at any school activity

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

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy (see Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general

public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

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

Weapons (see Board policy JFCJ)

1. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

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

NOTE: To review the complete Jefferson City Public Schools Board policy, you may go to the JCPS website at www.jcpschools.us. To review a paper copy of this policy, you may go to Nichols Career Center, Room 261.

SMOKING/TOBACCO POLICY

Smoking or the use of tobacco is prohibited in all school buildings, on or about school grounds and at all school activities. This includes e-cigarettes.

SUSPENSION

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

STUDENT COMPLAINT AND GRIEVANCES

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

Complaints regarding alleged discrimination or harassment shall be processed in accordance with Board of Education policy AC.

The following guidelines are established for the presentation of student complaints and grievances:

- ▶ The teacher shall schedule a conference with the student and any staff

members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.

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

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

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

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

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

All persons are assured that they may utilize this policy without reprisal. In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Revised:

6/14/2010

NOTE: To review the complete Jefferson City Public Schools Board policy, you may go to the JCPS website at www.jcpschools.us. To review a paper copy of this policy, you may go to Nichols Career Center, Room 261.

Ensuring a Positive Learning and Working Environment

Jefferson City Public Schools strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to

students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

Students, Parents and Public

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

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

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

Please refer to Policy JFH, AC, and KL

STUDENT TRANSPORTATION

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

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

property.

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

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

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

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

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

VISITORS

We welcome visitors to our building. All visitors are asked to report to the first floor Nichols Career Center office to obtain a visitor pass. Students are not authorized to have visitors while at Nichols without the permission of the Nichols Administration. Parent/guardian visitation is encouraged, however arrangements to visit classes should be made with the administration in advance of the visit.

WEAPONS IN SCHOOL

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.

SECTION VII - STATEMENT OF LEGAL COMPLIANCE

504 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 Street, Jefferson City MO 65101.

This notice will be provided in native languages as appropriate.

STUDENT RECORDS

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

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

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

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

so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

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

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

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

Health Information

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

Parent and Eligible Student Access

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

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

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student

unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district 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 course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

The student's address, telephone number and 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.

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

Military and Higher Education Access

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

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

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 09/10/1990

Revised: 10/07/2002; 10/10/2005; 06/14/2010; 11/11/2013, effective 07/01/2014

Cross Refs

BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
EHBC, Privacy Protection
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGBE, Students in Foster Care
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KKB, Audio and Visual Recording
KNAJ, Relations with Law Enforcement Authorities

Legal Refs:

' ' 167.020, .022,.115, .122-.123, 210.115, .865, 452.375-.376,
610.010-.028, RSMo.
Americans with Disabilities Act, 42 U.S.C. ' ' 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. ' 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. ' 1232h
Individuals with Disabilities Education Act, 20 U.S.C. ' ' 1400 - 1417
No Child Left Behind Act of 2001, 20 U.S.C. ' ' 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' 794
34 C.F.R. Part 99
Oregon County R-VI School District v. LeMon, 739 S.W.2d 533
Mo.Ct.App. 1987)
Jefferson City School District, Jefferson City, Missouri

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

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

The Board also prohibits:

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

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

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

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

Interim Measures

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

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects. Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services. Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

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

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

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

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that

such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

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

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

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

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

Compliance Officer

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

Human Resources Coordinator

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

Phone: 573-659-3013

Fax: 573-659-3044

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

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

Jefferson City Public Schools

315 E. Dunklin Jefferson City, MO 65101

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

Assistant to the Superintendent of Secondary Education, if a secondary matter

Jefferson City Public Schools

315 E. Dunklin Jefferson City, MO 65101

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

Chief of Learning Jefferson City Public Schools

315 E. Dunklin Jefferson City, MO 65101

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

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Jefferson City School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and

- reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
 10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
 11. Make recommendations regarding changing this policy or the implementation of this policy.
 12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
 13. Perform other duties as assigned by the superintendent.

Public Notice

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

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district. Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

Student-on-Student Harassment

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

Investigation

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

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

Grievance Process Overview

1. As all grievances will be investigated by an impartial investigator, if a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the

district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Filing a Grievance

Grievances shall be submitted in writing to the compliance officer:

Human Resources Coordinator

Jefferson City Public Schools

315 East Dunklin Jefferson City, MO 65101

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

Grievance Process

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

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to

address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

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

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

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

Confidentiality and Records

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

Training

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

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

SUICIDE AWARENESS AND PREVENTION

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

Response Plan

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

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in

this policy, will take the following steps:

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

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

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

Students Who May Be Having a Suicide Crisis

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

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

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

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.

2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

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

COMMUNICABLE DISEASES

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

Immunization

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

Universal Precautions

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

Categories of Potential Risk

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

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or

continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

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

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

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

Confidentiality

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

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

Reporting and Disease Outbreak Control

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

Notification

Missouri state law provides that by adopting this policy the district shall be entitled to confidential notice of the identity of any district student reported to

DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

NOTICE OF ASSESSMENT PARTICIPATION

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

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

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

JEFFERSON CITY PUBLIC SCHOOL DISTRICT - PUBLIC NOTICE

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

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

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

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

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

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

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

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

Missouri Department of Elementary and Secondary Education

Complaint Procedures for ESSA Programs

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Complaints filed with LEA

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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.

EARTHQUAKE PREPAREDNESS

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

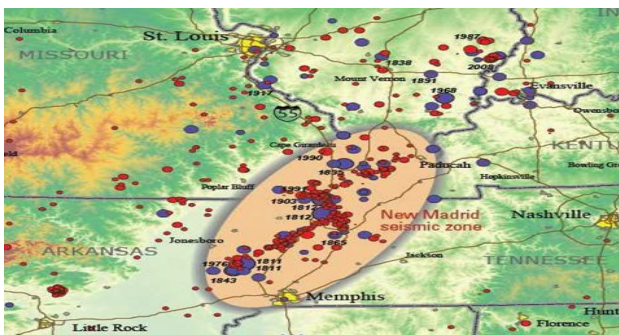
1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining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

Earthquakes in Missouri

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

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

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



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

The Great New Madrid Earthquakes of 1811-12 were the largest in U.S. history

west of the Rocky Mountains. The massive quakes destroyed homes, created lakes and briefly caused the Mississippi River to run backward. Shaking was felt as far away as the east coast!

Save This Information!

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

BEFORE:

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



DURING:

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

AFTER:

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

*Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455
Missouri State Emergency Management Agency
PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966
E-mail: mosema@sema.dps.mo.gov*

HARASSMENT

“The Jefferson City School District is committed to providing an environment free from intimidation, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, the Equal Employment Opportunity Officer or the first level supervisor who is not involved in the alleged harassment.

Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of student or suspension and/or termination of the employee.”

NOTE: To review the complete Jefferson City Public Schools Board policy, you may go to the JCPS website at www.jcpschools.us. To review a paper copy of this policy, you may go to Nichols Career Center, Room 261.

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.

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.

NOTICE OF NONDISCRIMINATION

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

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

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

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, Bolling Federal Building, 601 East 12th Street, Kansas City, MO 64106; phone (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

SECTION VIII - APPENDICES

Nichols Career Center

Hazardous Waste Safety Contract

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

1. Consider every chemical dangerous. Avoid inhaling fumes, pipetting by mouth, tasting, touching or smelling any chemical unless specifically told to do so by the instructor. If you are instructed to smell something, do so by fanning some of the vapor towards your nose.
2. Do not place your face, neck, or eyes in front of any chemical.
3. Never point any chemical toward another student.
4. All chemicals should be properly labeled. If you come across any chemical material unlabeled, please inform your instructor immediately
5. Never become involved in horseplay.
6. Do not discard any liquid in a sink or drain without specific instructions from your instructor,
7. Do not throw any chemical material or rags soaked in chemical material
8. in a trash can. Instead, please dispose of in properly labeled containers.
9. Be able to locate the MSDS notebook for your program.
10. Clean up spill immediately following the MSDS guidelines and informing the instructor that a spill has occurred.
11. Proper eye protection must be worn in lab areas at all times. In case of eye contamination, wash eyes for 15 minutes with eye wash and seek medical attention immediately. (Inform the instructor of the contamination and if contact lenses are in place).
12. Proper clothing must be worn to protect against burns and/or chemical spills (follow specific instructions given by individual instructors).
13. Keep combustible materials away from any heat source, sparks, open flames, etc.
14. PPE (Personal Protective Equipment) must be worn as directed by your instructor.
15. Please notify the instructor of any questions or concerns for your specific area.
16. Flammable liquids should be returned to the Flammable Cabinet after use.
17. Be able to locate and use hazardous spill kit.
18. Be able to locate and use the correct fire extinguisher for different types of fires.

**BLANK PAGE FOR
STATEMENT OF
OWNERSHIP TO BE
RIPPED OUT OF BOOK
AND RETURNED TO
NCC**

STATEMENT OF OWNERSHIP

(To be signed by student and parent to verify that the handbook has been read and that all policies and terms are understood by both parties. Please return this sheet to the program instructor.)

We have received a copy of the Nichols Career Center Student Handbook of the 2017-2018 school year. We have read and understand the rules and policies of Nichols Career Center. We also understand that this handbook is not all inclusive, and that sending schools may be consulted at any time.

I acknowledge and give permission for my student to attend any field trips that are related to their respective program and are scheduled during the time that they are at Nichols Career Center. If a trip or event impacts the rest of their school day a specific permission slip will be sent home for approval of attendance.

NCC Career Program: _____

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date: _____

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

Jefferson City Public Schools

2018-19 School Calendar

August 16.....	First Day of School
August 29	Early Release (<i>students</i>)
September 3	Labor Day Holiday
September 20	Parent/Teacher Conferences 4-8 PM
October	Professional Development Day (<i>no school/students</i>)
September 26	Early Release (<i>students</i>)
October 26	Staff Compensation Day (<i>no school</i>)
October 8.....	Professional Development Day (<i>no school/students</i>)
November 7	Early Release (<i>students</i>)
November 15.....	Parent/Teacher Conferences 4-8 PM
November 21-23	Thanksgiving Break
December 22	3-hour Early Release (<i>staff & students</i>)
December 25-January 1	Winter Break
January 2.....	Professional Development Day (<i>no school/students</i>)
January 11	Early Release (<i>students</i>)
January 16	Martin Luther King Day (<i>no school</i>)
February 7	Parent/Teacher Conferences 4-8 PM
February 12.....	Early Release (<i>students</i>)
February 19	Presidents' Day (<i>no school</i>)
March 2	Professional Development Day (<i>no school/students</i>)
March 14	Early Release (<i>students</i>)
March 26	Staff Compensation Day (<i>no school</i>)
March 27-29	“Fixed” Spring Break (<i>no school</i>)
March 30.....	Good Friday (<i>no school</i>)
April 18	Parent/Teacher Conferences 4-8 PM
May 16	3-Hour Early Release (<i>students</i>)/Last Day of School
.....	(<i>last day based on whether district has snow days to make-up</i>)
May 18-19	State Track Meet (<i>no school</i>)
May 25-26	State Track Meet (<i>no school</i>)
May 17, 21, 22, 23, 24,	Inclement Weather Make-up Days
May 29	Memorial Day (<i>no school</i>)

