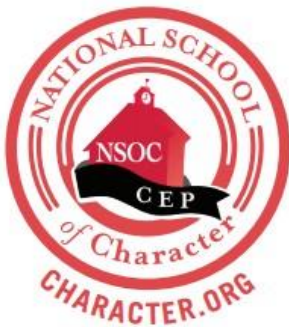


# *Jefferson City* *Academic Center*



## **Student/Parent Handbook**

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



# **WELCOME** to the Jefferson City Academic Center

**“FAILURE is NOT an OPTION!!”**

## **MISSION:**

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

## **VISION:**

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

## **OUR GOAL:**

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

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

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

## **Welcome to the Jefferson City Academic Center**

On behalf of our staff, I am pleased to welcome each one of you to the Jefferson City Academic Center. We are extremely proud of our quality curriculum. The Jefferson City Academic Center staff is committed to providing a caring environment while maintaining high academic standards. We strongly encourage you to become actively involved in your school experience. We strive for each student to experience learning that leads to a healthy and productive life.

Our young people are our most important resource and greatest asset. Parents, students, and staff must all work together to ensure a successful future for our youth. Let us all work together as we approach the 2020-2021 school year.

At the Jefferson City Academic Center, we have established some guidelines in order to assist you in the pursuit of a quality education. These guidelines were designed to create a safe, secure, and pleasant environment at JCAC. Your attitude towards school and graduation will play a huge role in your success at our school. You must remember it is a PRIVILEGE to be a part of this school and the activities offered. Please remember that you are responsible for your actions. If your actions are in violation of school guidelines, you will have to accept the consequences.

The following pages give information about the staff, JCAC activities, and guidelines to student behavior. Students may be counseled by faculty and staff regarding their behavior, attendance, and overall goals. Please accept their advice as valuable and understand that their intent is to help you. Our staff will always treat you with respect, dignity, and civility.

We sincerely hope you take advantage of the opportunity you have been given and take pride in your education and what the future may hold for you.

Have a great school year!

Justin Browning  
JCAC Principal

**JCAC STAFF:**

Justin Browning	Principal
Jessica Hoskins	Counselor
Zac Dwiggin	Mental Health Counselor
Debbie Cornell	Home School Communicator/Service Coordinator
Wanda Holtmeyer	Lead Secretary/Registrar
Kaci Pemberton	Attendance Secretary

**Support Staff:**

Greg Buchta	Custodian
Laura Buchta	Custodian
Chad Sooter	Director of Health Services
Todd Rodemeyer	Nurse
Hervin Robinson	School Resource Officer (SRO)

**Educational Staff**

Lori Rosburg	Service Learning/E
Brian Center	PE/Health
Julie Pemberton	Personal Finance/English/Electives
Brett Phillips	English
Nicole Cassmeyer	English
Carla Brown	Special Education
Cindi Hampton	Special Education
Quinn Bond	Math
Terri Muenks	Math
Jerri Groves	Social Studies
Mike Nichols	Social Studies
Brie Roberts	Science
Lily Kennedy	Science
Will Grother	MO Options
Heather Erickson	Freshman Program
Corina Henderson	Freshman Program
Sara Mirtaheri	Middle School Teacher
Jay Hebenheimer	Middle School Teacher
Jan Anderson	JCAC-Middle Para
Jeremy Brown	JCAC-Middle Para

**Reference Information**

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

## Grade Reporting

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

**The following grading scale will be used district wide:**

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

## Jefferson City Academic Center Daily Schedule

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

### **I. Academic Component:**

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

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

### **II. Service Learning/Career Development Component:**

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

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

**Service Learning consists of the following five key elements:**

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

### **III. JCAC – Middle**

**MISSION:**

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

**VISION:**

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

**The goal of JCAC – Middle** is to have each student grow in their learning to reach their full potential.

- Purposeful Thinkers, who understand, apply, analyze, and evaluate creatively and independently;
- Effective Communicators, who receive and convey meaning and messages successfully;
- Lifelong Learners, who take joy and discovery in invention and direct their own learning;
- Responsible Citizens who contribute effectively to their communities; and
- Empathetic and Appreciative Individuals toward themselves, others, and the environment.

### **IV. MO Option Program**

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

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

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

## Jefferson City Academic Center Daily Schedules

Our school operates from 8:40 a.m. – 3:40 p.m. Monday through Friday. During lunch, students CANNOT be in an off-limits area. Off-limit areas include, but are not limited to, streets, parking lots, cars, and areas inside the Miller Center that are not available to JCAC students. Students must remain in the cafeteria or designated areas while they eat lunch.

JCAC Office hours are 8:00 a.m. – 4:30 p.m. Below are the school schedules for each individual program at the Academic Center.

<u>JCAC Daily Schedule</u>	
8:10-8:35	Breakfast
8:40 – 9:56	First Block
10:01 – 11:17	Second Block
11:22 – 12:58	Third Block
<i>Three Lunches within 3<sup>rd</sup> Block beginning at 11:17 ending 12:58.</i>	
1:03 – 2:19	Fourth Block
2:24 – 3:40	Fifth Block

<u>Mo Option Schedule Monday - Friday</u>
8:40 – 11:40 a.m.
1:40 – 3:40 p.m.

<u>JCAC-Middle</u>	
8:10-8:35	Breakfast
8:40 – 9:56	First Block
10:01 – 11:17	Second Block
10:55-11:15	Lunch
11:22 – 12:58	Third Block
1:03 – 2:19	Fourth Block
2:24 – 3:40	Fifth Block

## Attendance

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

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

## **ABSENCE REPORTING**

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

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

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

When students are absent during a term:

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

## **ARRIVAL AT SCHOOL**

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

## **ILLNESS DURING THE SCHOOL DAY**

- If a student becomes ill after arriving at school, he/she should report to the nurse's office.
- If the student is too ill to remain in school, the nurse will contact the parent/guardian, and the student will be allowed to go home.
- Any classroom work missed is expected to be made up.



## **STUDENT SCHEDULE CHANGES**

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

### **Early Final Form Procedure**

The Early Final Form is for graduating seniors ONLY. Finals are only to be taken the last five school days of each term for SENIORS. Finals for all students will be given the last two days of the term. Please notify Mrs. Hoskins if you need to take finals early.

If graduating seniors do not have to come back to class after they have finished their finals, but they still owe hours, they must finish their hours in their assigned Study Skills classes or come after school.

### **MO & US Constitution Tests**

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

## **DISCIPLINE POLICY**

### **Student Discipline**

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

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

# **Awards and Recognitions**

## **Service Learning Award**

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

## **Academic Excellence Award**

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

## **Academic Excellence in MO Options Award**

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

## **Person of Character Award**

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

## **Above and Beyond Award**

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

## Jefferson City Academic Center Classes

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

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

### **Science:**

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

### **English:**

English I  
English II  
English III  
English IV

### **Electives:**

Personal Finance (required)  
Textiles for Living  
Textiles II  
Lifetime Fitness  
Life Learning I, II, III, & IV  
Career Connections Work  
Health  
Art IA

### **Math:**

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

### **Social Studies:**

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

### **FACS**

Body Conditioning I  
Body Conditioning II  
Study Skills  
Individual Sports  
Foods I/II

### **SOAR I, II, III, & IV**

Children's Literature  
Child Development  
Teen Parents/Parenting  
Computer Apps I/II  
Community Connections I, II, III, & IV  
Jazz, Pop, and Rock  
Mystery, Suspense, and Horror

**MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS:**

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

**State of Missouri****Graduation Requirements:**

4 units of English

1 unit of Fine Arts

3 units of Math

1 unit of Practical Art

3 units of Social Studies

.5 units of Health

3 units of Science

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

1 unit of PE

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

\*All students must take their required EOC exams.

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

**Graduation Requirements**

<b>Curriculum Area</b>	<b>Graduation 2021</b>
Communication Skills	4 units
Social Studies	3 units Must include Government and United States History
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Art	.5 unit
Physical Education	1 unit
Personal Finance	.5 unit
Health	.5 unit
Electives	8.5 units
Totals	27 units

## Classification of Grade

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

### **EARLY GRADUATION**

Students who wish to graduate early must have successfully completed a minimum of six(6) semesters at the secondary level and will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parent or guardian of the student's decision unless the student is a dependent student. The student will receive a diploma if the student has met the Jefferson City School District's graduation requirements. Any exception to the minimum six (6) semester completion requirement for early graduation must be granted by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities. An application for early graduation is required when students wish to graduate before May of their senior year of high school. Applications may be picked up from the student's counselor.

## **Student Dress/Personal Appearance**

### **Board Policy JFCA:**

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

What follows is a list of unacceptable items of dress:

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

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

## Student Code of Conduct

### Student Discipline:

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

The Student Code of Conduct is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. It is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Deviation from the disciplinary consequences set forth in this code of conduct shall be documented by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property, and acts of students off school property that cause a material and substantial disruption to the school environment.

The following guidelines outline the discipline infraction codes used by the principal at the Jefferson City Academic Center. All high school activities and events, whether at school or away, are under the jurisdiction of this handbook. Please note that the consequences outlined are intended to serve as a guide to administrators. Principals have the discretion to deviate but **MUST** remain within Board Policy.

All students that are suspended out-of-school from the Jefferson City Academic Center will receive make-up credit during their days of suspension but will not be required to make-up hours missed.

## Prohibited Conduct

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

### **Under the Influence**

- 1<sup>st</sup> offense – 10 days OSS – PENDING HEARING
- 2<sup>nd</sup> and subsequent offenses – 10 days OSS – PENDING HEARING

### **Possession and Distribution**

- 1<sup>st</sup> offense – 10 days OSS – PENDING HEARING
- 2<sup>nd</sup> and subsequent offenses – 10 days OSS – PENDING HEARING

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

- Possible consequences range from student conference to OSS

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

- 1<sup>st</sup> offense – 10 days OSS – PENDING HEARING
- 2<sup>nd</sup> offense – 10 days OSS – PENDING HEARING
- 3<sup>rd</sup> offense – 10 days OSS – PENDING HEARING

### **Automobile/Vehicle Misuse:**

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

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

### **False Alarms:**

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

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



### **Disrespect to Staff:**

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

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

**Disruptive Behavior:** Student behavior that interrupts classroom instruction/work, school activities, or school functions.

- Range of consequences from student conference to OSS

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

### **Under the Influence**

- 1<sup>st</sup> offense – 10 days OSS – PENDING HEARING
- 2<sup>nd</sup> and subsequent offenses – 10 days OSS – PENDING HEARING

### **Possession and Distribution**

- 1<sup>st</sup> offense – 10 days OSS – PENDING HEARING
- 2<sup>nd</sup> and subsequent offenses – 10 days OSS – PENDING HEARING

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

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

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

- 1<sup>st</sup> offense – 10 days OSS –
- 2<sup>nd</sup> offense – 10 days OSS – PENDING HEARING
- 3<sup>rd</sup> offense – 10 days OSS – PENDING HEARING

**In Off-Limit Areas and Tobacco:**

Presence in area that is restricted by schedule or other reasons. This includes, but is not limited to, parking lots, cars, 1<sup>st</sup> or 2<sup>nd</sup> floor (unless scheduled for a class or lunch) and other areas of building that students are not allowed.

- 1<sup>st</sup> offense - 2 days OSS
- 2<sup>nd</sup> offense and subsequent offenses – 5 days OSS and possible removal from program.

**Harassment/Bullying:**

Student behavior that exhibits a pattern of behavior toward another student that is unprovoked and unwanted.

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

**Inappropriate Behavior and/or language:**

- Range of consequences from student conference to OSS

**Sexual Harassment/Misconduct:**

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

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

**Skipping Class:**

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

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

**Technology Misconduct:**

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

- 1 – 10 days OSS

**Theft:**

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

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

**Tobacco:**

The use of tobacco in or on school grounds.

- 1<sup>st</sup> offense – Student conference
- 2<sup>nd</sup> offense - 2 days of OSS

**Threats/Extortion:**

The use of gestures or words to intimidate another.

- 1<sup>st</sup> offense – 5 days of OSS.
- 2<sup>nd</sup> offense – Removal from program.

**Unauthorized Inhalant:**

Possession or use of any instrument used as an inhalant.

- 1<sup>st</sup> offense – Student Conference
- 2<sup>nd</sup> offense – 2 days of OSS

**Vandalism:**

Defacing, damaging, or destroying school property or an individual’s property.

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

**Students Videoing Fight, Assault, or other inappropriate behavior**

- 1<sup>st</sup> offense – 2 days OSS
- 2<sup>nd</sup> offense – 3 days OSS

**Weapon:** (12) "Knife", any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. For purposes of this chapter, "knife" does not include any ordinary pocketknife with no blade more than four inches in length;

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

## **Student Complaints and Grievances**

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

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

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

- ▶ The teacher shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.
- ▶ If the problem is not resolved to the satisfaction of the student and/or parents/guardians, the principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the principal, a request may be submitted for a conference with the Assistant Superintendent of Elementary Education or Secondary Education. The appropriate director shall arrange a conference to consider the problem and inform participants of the action that will be taken.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the Assistant Superintendent, a request may be submitted for a conference with the Assistant Superintendent of Special Services. The assistant superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the Assistant Superintendent of Special Services, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

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

\* \* \* \* \*

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

## **Prohibition against Discrimination, Harassment and Retaliation**

### **General Rule**

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

The Board also prohibits:

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

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

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

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

### **Additional Prohibited Behavior**

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

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

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

### **Interim Measures**

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

### **Consequences and Remedies**

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

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or

designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

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

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

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

## **Definitions**

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

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

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

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

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

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the



school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

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

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

### **Compliance Officer**

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

Assistant to the Superintendent for Human Resources  
Jefferson City Public Schools  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3013  
Fax: 573-659-3807

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

Assistant Superintendent of Elementary Education, if an elementary matter  
Jefferson City Public Schools  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3015  
Fax: 573-632-3460

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

Assistant Superintendent of Special Services  
Jefferson City Public Schools  
315 E. Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3016  
Fax: 573-632-3475

**The compliance officer or acting compliance officer will:**

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Jefferson City School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

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

### **Public Notice**

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

facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

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

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

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

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

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

## **Investigation**

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

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

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **Ensuring a Positive Learning and Working Environment**

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

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

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

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

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

Please refer to Policy JFH, AC, and KL

## **Grievance Process Overview**

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

## **Filing a Grievance**

Grievances shall be submitted in writing to the compliance officer:

Assistant to the Superintendent for Human Resources  
Jefferson City Public Schools  
315 East Dunklin  
Jefferson City, MO 65101  
Phone: 573-659-3013  
Fax: 573-659-3044

## Grievance Process

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

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

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

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

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

superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

### **Confidentiality and Records**

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



## **Training**

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

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

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

## **Family Rights and Privacy Act Notification**

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

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA 41.
- Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed,

and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

# JCAC Support Services

## Food Service

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

## Service Learning

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

**Service Learning consists of the following five key elements:**

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

## Teen Parents

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

## School Resource Officer

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

## School Nurse

The nurse's office is open from 7:30 AM to 3:00 PM to see students feeling ill or in need of taking prescribed medications. Students are to have a pass from their teacher or the office to be permitted into the nurse's office except in the case of emergency.

### **Dispensing medication:**

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

**Illness:**

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

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