
Student Handbook

2020



2021

LEWIS AND CLARK MIDDLE SCHOOL

325 Lewis and Clark Drive, Jefferson City MO 65101
Phone: (573) 659-3200 Fax: (573) 659-3209

Principal: Dr. Deanne Fisher

Assistant Principal (Grade 6): Mr. Joe Nichols Ed.S.
Assistant Principal (Grade 7): Mrs. Delora Scaggs Ed.S.
Administrative Intern (Grade 8): Ms. Jaime Schulte Ed.S.
Counseling Office: (573) 659-3224
Counselor (Grade 6): Carrie DeSimone
Counselor (Grade 7): Hannah Wilson
Counselor (Grade 8): Samantha Cassmeyer

Health Room: (573) 632-3474
Food Service: (573) 632-3485
Media Center: (573) 659-3231
SRO: (573) 659-3214
Board Office: (573) 659-3000
Attendance: (573) 659-3210

LEWIS & CLARK MIDDLE SCHOOL MISSION:

Develop citizens who are accountable, literate, and have a desire to learn throughout their lifetime.

LEWIS & CLARK MIDDLE SCHOOL VISION:

Our students will be productive citizens that can persevere through all challenges that come their way.

JEFFERSON CITY MIDDLE SCHOOL PHILOSOPHY:

The complex physical, social, emotional, and intellectual needs of middle level students demand a comprehensive program. Such a program addresses the varied and changing needs of these students and provides for the transition between elementary school and high school. In order to address these needs, the total school staff must function as a team, along with parents, students, and the community. We believe that given a caring climate with appropriate instruction, all students can learn. The middle school climate fosters active learning in an atmosphere of mutual respect and cooperation. It provides an environment where the student recognizes the interdependence of all people in a multicultural society while developing independence, responsibility, and self-worth.



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Calendar

JEFFERSON CITY SCHOOL DISTRICT 2020 - 2021 STUDENT CALENDAR



24: School starts

AUGUST (6)				
M	T	W	TR	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY (19)				
M	T	W	TR	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1: New Year's Day (No school)
13: Early Release
18: Martin Luther King, Jr. Day (No school)

7: Labor Day (No school)

16: Early Release

SEPTEMBER (21)				
M	T	W	TR	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

FEBRUARY (19)				
M	T	W	TR	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

10: Early Release
15: Presidents' Day (No school)

12: Professional Development (No school for students)

21: Early Release

OCTOBER (21)				
M	T	W	TR	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH (18)				
M	T	W	TR	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22*	23	24	25	26
29	30	31		

10: Early Release
22: Staff earned day off*
22-26: Spring Break (No school)

11: Early Release

25-27: Thanksgiving Break (No school)

NOVEMBER (18)				
M	T	W	TR	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

APRIL (22)				
M	T	W	TR	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2: Good Friday (3-hr. early release for students & staff)

18: *Last day before break (3-hr. early release day for students & staff)

21: Staff earned day off*

Dec. 21 - Jan 1: Christmas/Winter Break (No school)

DECEMBER (14)				
M	T	W	TR	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21*	22	23	24	25
28	29	30	31	

MAY (16)				
M	T	W	TR	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	1	2	3	4

21 & 28: JCHS to Host State Track Meet (No school)
25: *Last day of school (3-hr. early release day for students; staff work remainder of day)
31: Memorial Day (No school)

*Last day will be based on whether the district has snow days to make-up

Total Days = 174

■ First Day
■ Last Day
■ Early Release
■ Weather Make-Up
■ No School

Weather Make-Up Dates: 5/26, 5/27, 6/1, 6/2, 6/3 & 6/4

For daily, weekly, & building-specific calendars visit JCSchools.us

Updated 1.8.20 RB

Covid-19 Related Changes for 2020-2021

Building/Facility:

- Each school building will have designated Thermal Entrances. Every staff member and student must enter through one of these two entrances. At LCMS, they are located at the Main Entrance and the Red Entrance (car rider). The Gold Entrance (former walker entrance) will no longer be open. Students who walk will need to enter through one of the other two entrances. The cameras can read temperatures of up to 30 people who enter. Staff will monitor a device that will tell us if anyone has a temperature of 100.4 when they enter the building. Students who have a temperature of 100.4 or over will be directed to the nurse's office.
- Morning and afternoon dismissals will be changed. Students will begin entering the building at 8:20 a.m. unless they have signed up for before school care with the Boys and Girls Club. When students enter the building they will go directly to their Blazer Time. We ask that parents DO NOT drop their students off before that time as we cannot guarantee social distancing outside while students are waiting and they will not be supervised. Afternoon dismissal will occur from the student's 7th hour class. We are still determining the best plan for dismissing students efficiently in order to not have a mass of students in the hallways at one time. We will send the information as we get closer to school starting. Please be patient in the first few weeks as dismissal will be slower than normal depending on the procedures we have in place.
- Students will not be allowed to enter the office unless given permission by staff in the office. Students may stop at the clear office window in the main hallway.
- We will implement one way hallways this year.
 - Gold Hallway (Fine Arts Hallway) - all traffic moves towards the Cafeteria.
 - Red Hallway (Kitchen Hallway) - all traffic moves towards the main entrance.

Breakfast and Lunch:

- Breakfast: When students arrive at school, they will go directly to Blazer Time. "Grab and Go" stations will be stationed at the entrance of each wing until 8:50. At 8:50, we will reduce to one table located outside the office. Students will scan their ID at the "Grab and Go" tables when they are receiving their breakfast
- Lunch: Teachers will walk students to the cafeteria - four classes at time. Students will get their lunch, then walk back to their class where they will eat their lunch. When students are finished eating, they will put their trash in the cans located in the hallway and place their trays on the rolling carts located next to the trash cans. Students should not dump food or any breakfast or lunch items in the classroom trash cans.

Classrooms:

- Each teacher will create a sanitizing schedule/procedure designed to occur at the end of each class. Designated students will wipe down tables, chairs, and other items used in the classroom each day at the end of class.
- To start the year, we will not use student lockers. Students will be allowed to carry backpacks throughout the day. This is not a requirement, only a suggestion. All items brought to school must be placed inside the backpack, only bring the necessary school related items... as there is limited storage in their Blazer Time classroom
- Each teacher will have a Google Classroom. Each team will provide information regarding parent monitoring (how to's) on their classroom website. [Parents' Guide to Google Classroom](#). This information will be valuable if our building has rolling closures and will assist with parental involvement and support.
- LCMS has a Virtual Tour located on our website. If you would like to see inside our beautiful building, check it out. Teams will also send videos in place of Open House to ensure your student knows how to find their team and shares some helpful information so students understand what to expect on the first day.
[Virtual Tour](#)
- Each teacher will have assigned seating in every class. This will be determined by the teacher. And will be available for contract tracing purposes.
- We are not going to allow students to use the restroom during passing time. Restroom breaks will be determined by wings/teachers at each grade level or area.
- Each year, teachers develop classroom procedures in order to have strong classroom management/structures in classrooms. This year, teachers will have additional Covid Procedures in each of their classrooms. All procedures

will be practiced daily in order for students to understand the expectations. For example: When we practice social distancing and wearing of masks - if students are within an arm's length of another student (both students will extend arms as the 6ft. measurement), they will be required to wear a mask.

Mask Requirements:

All staff and students must wear a mask when social distancing cannot be maintained. Students are required to provide their own mask. If students forget, we will have a limited supply of masks available. We will discuss the procedures every day during the first week of how to handle students who are not wearing them properly. The following are considerations for the mask requirements:

- Opportunities for “mask breaks” when social distancing is maintained or while eating
 - Wear masks when:
 - Entering and leaving building
 - During passing periods
 - Lunch lines
 - While in car rider line and going to bus
 - Mask “Breaks” (when able to social distance)
 - Classrooms
 - Eating lunch
- Masks are required for students riding buses. If they get on a bus without a mask, students will be given a mask.
- Please remind your student that wearing masks is a layer of protection our district has put in place to create a safe environment for all staff and students. Regardless of how you feel personally, that is the expectation for all who enter our buildings and our buses. Enforcing the wearing of masks should not become punitive resulting in disciplinary consequences unless absolutely necessary.

Progression Consideration:

1. Remind student to wear mask
2. Ask student why he/she isn't wearing mask
3. Continue and report name of student to administrator
4. Administrator talk to student
5. Administrator call parent and share expectation and ask for their support
6. If refusal continues, administrator notify parent/guardian student is not allowed to attend unless he/she wears the mask

General Expectations:

- Communication will come from your student's team regarding school supplies (What is needed and when to bring them to school).
- If you pick your student up from school during the day, you will need to enter through the main entrance, remain in the foyer, and follow procedures for picking your child up, ie: show ID, listed on contact list, etc. Parents will not be allowed to enter the building.
- Please make sure that your contact information is kept up to date and have at least one (two preferred) emergency contacts available. If a student gets sick during the day, we expect to communicate with parents quickly in order for them to be picked up in a timely manner.
- Students should return with their school issued Chromebook and charger on the first day of school. We will have a designated timeframe for students to report damages. Sanitizing will be expected daily. Students will be taking their CB's home each day and are required to charge their Chromebook and return each day with a charged Chromebook ready for use in each classroom.
- Starting this year, middle school parents will purchase insurance for Chromebooks. Insurance is required at the high school level. We are adding this additional layer to ensure Chromebook damage remains at a minimum. Information will be provided in the next couple of weeks regarding insurance collection.
- Each day we will have conversations with students about being School Ready. What this means is the following:
 - Cell phones turned off and put away (they must be placed in their backpacks or binders)
 - Earbuds removed from ears and put away
 - Hats and head coverings removed and put away



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- Masks placed appropriately on your face
- Return greeting to adults “Hello” or Good morning”
- Walk directly to Blazer Time
- Be kind to one another, be good, and do good - Let’s make it a great day at LC.

General School Information

Daily Schedule/Office Hours

Doors open: 8:20 AM

Classes begin at 8:50 AM and end at 3:50 PM

Bells are not scheduled throughout the day in order to permit teaching teams to regulate class time to meet the needs of students.

Office hours are between: 7:30 AM TO 4:15 PM.

Opening and Closing the Building

The school doors will open at 8:20 AM each day. There is no supervision until that time. Students will enter the building and report directly to their Blazer Time. All students are to remain on school grounds after their arrival. First period begins at 8:50 AM

The last period ends at 3:50 PM. It is expected that students will depart from school grounds by 4:10 each day. Exceptions to this may be those students involved in activities or completing make-up work under the direct supervision of a sponsor or teacher. Students may not remain at school or arrive early without a supervisor/sponsor.

Boys and Girls Club

Boys and Girls Club offers before school care for LCMS students from 7:00am-8:20am. Students who have registered with the Boys and Girls Club before school program may arrive at LCMS between 7:00 and 8:00am using the northeast entrance.

Car Riders

Students must be dropped off at the Red Entrance (Track/football field side) of the building when arriving between 8:20 and 8:50 AM. We ask that parents do not drop their students off before that time as we cannot guarantee social distancing outside while students are waiting and they will not be supervised. Students leaving between 3:50 and 4:00 PM must be picked up at the Red Entrance by 4:10.

The upper drive of Lewis and Clark Drive is closed to through traffic from 8:00 to 9:20 AM and between 3:20 to 4:20 PM. The front (main entrance) of the building is reserved for bus traffic ONLY.

Students are not allowed to walk down Lewis and Clark Drive toward the track to meet their ride. Please do not impede traffic on Eastland Drive by picking up students at the crosswalk. Students found waiting for a ride may be asked to go to the car rider pick up area. JCPD patrols the Eastland Drive during these times and impeding traffic during this time may result in a driving citation.

Walkers

Walkers can enter the building through the Main Entrance or Red Entrance after 8:20. We ask that walkers do not arrive before that time as we cannot guarantee social distancing outside while students are waiting and they will not be supervised

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions, equipment failure, and public crisis. The school board and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances or other instances that prevent us from being able to occupy a school building such as power/water outage, etc. Every practical means is used to notify parents of an impending cancellation including phone call, email and text message to contact information included in official parent records via our mass notification system.



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Information about cancellations will also be posted to district social media accounts (Facebook and Twitter), to the district website (www.jcschools.us), to the district mobile app, and will be distributed to local news media including the Jefferson City News Tribune, KCRG-TV-CHANNEL-13, KOMU-TV-CHANNEL 8, and KMIZ-TV-CHANNEL 17.

Lewis & Clark Middle School Website

Please access our school website for school information, updates, the school calendar, student pictures, and contact information. Access the LCMS website at www.jcschools.us/lcms or by going to the Jefferson City School District website at www.jcschools.us. Go to the link for "Schools" and to the link for "Lewis & Clark Middle School."

Parent/Legal Guardian Portal

Parents and guardians can view their child's educational records over the Internet. These records include grades, assignments, attendance, tardiness, and immunizations.

To request your account information, email portalhelp@jcschools.us from the email address that your child's school has on file. Once your request is processed you will receive an email with your account information.

Communications (Email and Text)

Phone numbers and email addresses from our records are used to send information to parents and staff. If you are not receiving messages, please contact us.

Media Center

The Media Center is located on the first floor. Please see the Library Media Specialist for extended hours. Books may be checked out for two weeks. Students must present their ID card to check out books. Lost and/or damaged books shall be the responsibility of the student checking out the book.

Student ID

Each student is issued a picture ID card. This card should be carried at all times with the picture and name visible. The card is necessary for checking out materials from the media center and to gain admittance to after-school activities and parties. A replacement ID may be purchased in the front office for \$5.00.

Student Messages and Telephone Policy

There is a courtesy phone located in the main office, which may be used before and after school. Please feel free to contact the main office for assistance in emergencies. Messages received before 3:00 PM will be delivered to students. **We will not be able to deliver messages received after 3:00 PM.** Please refrain from texting your student during the course of the day. This could lead to classroom interruptions and the possibility of technology misuse per school policies.

Cell Phones and Personal Electronic Devices

It is a strong recommendation of Lewis and Clark Middle School that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or ear buds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.



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Lockers

Traditionally, each student is assigned a personal locker in his/her grade wing for the school year. Locker combinations are only revealed to the assigned student. **It is the student's responsibility to keep his/her combination confidential** to guard against someone else gaining access to his/her belongings. Lockers shall be kept neat and clean without personal markings, decals, etc. Book bags, backpacks, hats, coats and electronic items (cell phones, mp3 players, etc.) should be placed in lockers at the first opportunity. The lockers are the property of the school under the joint control of the student and administration. Students are responsible and accountable for any items in their locker.

PE Lockers

Traditionally, each student will have a locker assigned in the locker room to be used for the entire school year. Students are responsible for bringing their own combination locks for PE. The lockers are the property of the school under the joint control of the student and administration. Students are responsible and accountable for any items in their locker.

School Resource Officer (SRO)

It is the policy of the Jefferson City Police Department to provide the School Resource Officer(s) to the Jefferson City School District to assist school officials in creating a safe learning environment, make presentations, advise and counsel, and serve as a resource to the students in the Jefferson City School District. The primary focus of this program is directed toward education rather than enforcement. You may contact the School Resource Officer at 659-3214.

Visitors

Any individual visiting the school, for any reason, must first report to the security window at the main office and provide a state issued ID. If it is necessary for a visitor to speak with a student or teacher directly, office personnel will make the proper arrangements. Students not enrolled at Lewis and Clark Middle School are not permitted to visit in classrooms or to attend social functions. All visitors going to any area other than the main office must obtain and wear a visitor's badge. This badge must be returned to the main office before the visitor departs.

Emergency Procedures

The staff has been trained on how to deal with crises that could arise during school hours. Students are responsible to keep these rules in mind:

- Stay calm.
- Find the nearest teacher if not in class.
- ALWAYS stay with a teacher until told to do otherwise.
- Remain quiet and follow teachers' instructions.
- Know your assigned check-in area and report there in the event of a dismissal.

Crisis Management

The Jefferson City School District 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. Lewis & Clark Middle School 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 need to be aware that students will learn appropriate responses to crisis. Parents should plan to listen to local radio and TV to learn of what they should do if a crisis at our school should occur.

Students Rights and Responsibilities

Each student has the **right** to:

- Have the opportunity for a free education in a safe, orderly, and 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 to the education process.

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 possesses prohibited materials.

Expect to be fully informed of school rules and regulations and the right to due process.

Each student has the **responsibility** to:

Respect the human dignity and worth of every other individual.

Study diligently and maintain the best possible level of academic achievement.

Be present and punctual in the school program.

Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.

Exercise the utmost care while using school facilities.

Know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators, teachers, and staff

Student Services

Counseling

Counselors are available to students and parents/guardians to provide both educational and personal guidance and counseling. Students and parents/guardians are encouraged to take advantage of counseling opportunities to discuss grades and testing information for educational and occupational planning, parent educational programs, or to discuss other topics of interest or concern. To make an appointment, please call 659-3224.

Activities/Athletics

Intramural Sports

We offer a varied range of intramurals open to students at all grade levels throughout the school year. Students must arrange their own transportation. Intramural sports at Lewis & Clark are intended to encourage participation in athletics. Even though competition is a part of athletics, participation is our main goal. Programs are offered in archery, basketball, football, futsal, softball, volleyball, track, and cross-country. The student body will be notified of all activities and encouraged to participate in the activities of their choosing.

Interscholastic Sports

Competitive sports are offered for seventh and eighth grade students in basketball, cross-country, football, track and field, volleyball, and wrestling.

Insurance

Seventh and eighth grade students who participate in intra and/or interscholastic sports are required to purchase school insurance. This coverage takes over after the family insurance. A catastrophic insurance policy is also provided. Insurance forms are available in the office of the school nurse.

Physical Exam

All students who participate in the interscholastic program at Jefferson City School District must have a physical examination by a physician of their choice before they may practice. The results of this examination must be recorded on a form provided by the MSHSAA. Physicals are valid for two years from the date completed by a physician.

In addition to the information outlined, the physician, the parent/guardian, and the athlete must sign the form in the appropriate spaces. All student athletes will bring the completed form to their coach. Student athletes may not receive equipment, practice, or play until the completed form is on file in the head coach's office.

Transportation

Transportation for interscholastic activities is arranged through the offices of the athletic directors. Team members

travel as a unit on school district vehicles. Any exceptions to the rule must be approved in writing by BOTH the parent/guardian and the coach.

Activity Bus

An after school activity bus will be available for students participating in school approved activities. Students must be bus eligible. Students must sign up at the office window each day by 1:00 pm in order to ride home after an activity. There will be two departures, the first departing at 5:30 pm, and the second departing at 6:30 pm.

Eligibility Standards

Eligibility to participate in the athletic contest between schools is a privilege, which is attained by meeting the standards set for this purpose by member schools of the Missouri State High School Activities Association. The complete list of MSHSAA eligibility standards can be found at the following link:

<https://www.mshsaa.org/Activities/Eligibility/EligibilityStandards.aspx>.

1. Bona Fide Student
 - a. In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.
2. Citizenship
 - a. You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
 - b. NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes.
3. Sportsmanship
 - a. If you commit an unsportsmanlike act while participating in an event, you could become ineligible.
 - b. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.
 - c. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school contests.
4. Academics (Grades 7-8)
 - a. You must be enrolled in a normal course load for your grade at the member school.
 - b. You will be ineligible if you failed more than one class the previous grading period.
 - c. You must have been promoted to a higher grade prior to the first day of classes for the new school year.
 - d. Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.
5. Semesters of Participation (Grades 7-8)
 - a. You are eligible for only your first two semesters of attendance in the 7th grade and for only your first two semesters in the 8th grade.
 - b. You are not eligible to compete with or against students enrolled in the 10th grade or above when you are enrolled in either the 7th or 8th grade.
 - c. NOTE: Check with your school principal for exceptions to this rule if you are ineligible because of age.
6. Age Limits (Grades 7-8)
 - a. In order to participate on or against teams made up of only 7th graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.
 - b. In order to participate on or against teams made up of only 8th-graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.
 - c. In order to participate on or against teams made up of only 9th graders (freshmen teams), you must not have reached 16 years of age prior to July 1 preceding the opening of school
 - d. Students may participate with the next higher grade team if they no longer meet the age limit for their grade.
 - e. NOTE: Check with your school principal or athletic director for options available to you if you are ineligible for your grade level because of age.

7. Entering School
 - a. You must enter school within the first 11 days of the semester in order to be eligible that semester.
8. Recruiting of Athletes
 - a. You will be ineligible for your career at a school if you are influenced by a person to attend that school for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.
9. Playing Under a False Name
 - a. If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.
10. Amateur and Awards Standards
 - a. An athlete must maintain "amateur standing" 365 days a year in the sport concerned in order to participate in interscholastic athletics – the following restrictions govern the receipt of awards in both interscholastic play AND non-school competition/participation.
 - b. After entering a member school, you will become ineligible *in the sport concerned* if you receive any of the following PROHIBITED awards for participating in an athletic contest or being an athlete:
 - i. An award of cash, a gift-certificate/gift-card or an award that is the equivalent of cash is PROHIBITED for amateurs.
 - ii. Merchandise which exceeds a manufacturer's suggested retail price (MSRP) of \$250 is PROHIBITED for amateurs. However, there is no value limit in regard to awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.
 - c. Awards should be approved in advance by your school.
 - d. Commemorative jewelry may be presented by the school (i.e. championship ring or necklace) (no value limit).
11. Non-School Competition
 - a. You may not practice for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team *in the same sport* during the school sport season. Contact your school's athletic director for specific details in regard to individual sports (swimming & diving, tennis, golf, cross country, track & field, wrestling).
 - b. You may participate on a school team and a non-school team in *different* sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition *on the same day* that you practice with or participate for the school team *without prior approval of your school administrator*.
 - c. You must receive approval in advance from your school principal or athletic director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
 - d. You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
 - e. Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic director should be consulted to make certain these standards are met.
12. Contact with Coaches
 - a. *No-Contact Periods*
 - i. All Sports: The seven days prior to the first allowable practice date each season is a no-contract period in which no "contact" takes place between school coaches and students enrolled in the member school, or who will be enrolled in the member school during the upcoming school year.
 - b. *Sport-Specific*
 - c. Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic director to make sure it meets the criteria published in the MSHSAA Official Handbook.
13. College Auditions and Tryouts
 - a. You may participate in an event conducted by a college or university during the school year under certain conditions. Consult your athletic director.
 - b. You may participate in a college tryout, audition or evaluation event conducted by a private organizer for a specific sport outside the school season of the sport concerned.

- c. You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.
 - d. NOTE: See your administrator before signing up and agreeing to attend any such events.
14. Residence Requirements
- a. A student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple-school district, a student may be eligible at the school designated for the student to attend, based on parents' residence, by the board of education.
15. Transferring Schools
- a. If you transfer schools, you will be ineligible for 365 days, unless your circumstances meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules (By-Law 3.10). Make an appointment with the school's athletic director to review these exceptions. Several, but not all, are described below.
 - b. Exception 1: If you move with your entire family across a boundary line into your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school and provided there are no other issues with the transfer. You and your entire family must move to the new residence at the same time prior to attending classes.
 - c. Exception 2: A student may be eligible immediately at the school of his or her choice upon first being promoted from the 8th grade into the 9th grade, provided the student is eligible in all other respects.
 - d. Exception 10: Foreign Exchange Students are eligible for varsity competition for one year and only if they are seniors (semester 7 or 8), provided they are participating in an exchange program listed by CSIET. However, no member of the school's coaching staff for the sport concerned may serve as a host family, or eligibility of the student will be affected.
 - e. Always check with your school principal or athletic director before you transfer to determine whether it will affect your eligibility.
 - f. School discipline follows a student to a new school. Being expelled, or being forced to withdraw, from a school also causes 365 days of ineligibility for a student.
 - g. You shall become ineligible for 365 days if you transfer to another school for athletic reasons.
16. This is only a summary of eligibility. Ask your coach or administration for any standards in special cases.

Behavior Guidelines When Attending Athletic Events

1. Behavior expectations at after school activities are the same as during school hours.
2. Cheering for your team is always encouraged as team spirit.
3. Respect the calls and judgments of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people and many times the only impression some people will have is what they see at an athletic event.
4. While the game is in progress, you are expected to remain seated in the stands. Remember, the main reason you are at an athletic event is to watch your team. Everyone around you appreciates you remaining seated so they may watch and enjoy the game also.
5. Stomping on bleachers is not allowed. This is a ruling from the MSHSAA.
6. Please make appropriate arrangements to get picked up from the event as soon as it is over.

Clubs and Organizations

Numerous clubs and organizations exist at Lewis & Clark to encourage students to be active in a wide variety of interests. The following are examples of these organizations: Anime, Archery, Art Club, Cheerleading, Drama Club, TREND Club, Robotics, FCA, Spirit Club, and STUCO.

To participate in Club Activities, one must meet the Club's guidelines that are determined by the Club Sponsor. Process to form new clubs:

- Obtain permission from the administration.
- Agreement with a faculty member(s) to act as the club sponsor.
- Written guidelines of purpose.
- Written constitution.
- Approval of Administration of all written guidelines and constitution.



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Student Council

The Student Council is made up of four officers: president, vice-president, secretary, and treasurer, who are elected by the entire student body as well as team representatives, one elected by each of the teams. These are the voting members of Student Council. A delegate from each Advisory, who will serve as liaison between their Advisory and the council, joins them.

Student Health and Safety

Health forms and specific health related information can be viewed and downloaded on our district website at <https://www.jcschools.us/Page/9042>

School Nurse

A registered nurse supervises health services. The nurse is on call for emergency care as needed at all times. Students and parents are requested to inform the school nurse of any health conditions or regular medications, which may warrant special attention in the case of an emergency. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given opportunity to obtain the necessary immunizations. Students who fail to meet the immunization requirements will be excluded from school. You may call the nurse at 632-3474

General Health Information

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

- *Fever of 100.4 degrees or higher
 - Excluded for 24 hours with Dr. note for a diagnosis that is not related to respiratory illness, influenza, or COVID-19
 - Excluded for 72 hours without Dr. note for diagnosis verification
- *Vomiting
- *Diarrhea
- Untreated Ringworm
- Undiagnosed rashes
- Red, inflamed eyes (pink eye) – excluded until diagnosed and treated for 24 hours with antibiotic drops
- Impetigo (a contagious skin condition, with crusty areas especially about the nose and mouth)
- Head Lice (excluded, until properly treated)
- Scabies (excluded until appropriate medical treatment)
- Fainting Spells
- Common childhood diseases - **State Regulations**
- Chicken pox (**excluded until rash is crusted over**)
- Strep Throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)

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

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

Dispensing Medication

The school nurse does not supply aspirin, Tylenol, or other medications. **It is requested that all medication be brought to the school nurse/designee by the parent/guardian. All medications must be given to the health office for**

safekeeping in its original container.

The following information must appear on the container: date, student name, medication name, number of tablets in the original container, time medication is to be consumed, physician who prescribed the medication, any side effects of concern, and a phone number where a parent/guardian may be reached in case of questions. A **Request to Administer Medication** form must be completed and signed **annually** by a parent/guardian for each medication administered at school.

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

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

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

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

Student Illness

A student who becomes ill during the school day is to request a pass from the teacher to the nurse's office. If the illness warrants that the student be dismissed from school, the nurse, or her designee, will telephone a parent/guardian to make the necessary arrangements. Any student who goes home without the permission of the main office will be subject to disciplinary action.

*Reasons to exclude students from school are the following: fever, vomiting, pink eye, rash, and other symptoms considered possibly contagious.

*A physician's excuse is requested if a student will be missing more than 1 day of PE. Students unable to participate in PE may not participate in athletic activities.

Influenza Health Information

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



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Student Food Service Program

Lunch/Breakfast Program

Please visit the [School Nutrition Services](#) website for information on menus, free and reduced meal applications, building cafeteria managers, meal pricing and purchasing procedures, and medical statement forms for special meals.

Transportation

First Student

Phone Number: 573-634-7645

Please visit the [Transportation](#) website for more information on policy and procedures, maps, bus routes, and snow routes.

Bus Conduct Guidelines (Bus Misconduct)

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall ride assigned bus routes only and will not be allowed on an unassigned bus.
2. Bus riders shall be at the designated loading point before the bus arrival time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out of the windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
8. A rider may be assigned a seat by the driver.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
14. If a passenger is unruly and the driver decides that he or she cannot safely transport the other students aboard the bus, the driver may:
 - a. Issue conduct reports to the school principal.
 - b. Request assistance of law enforcement officials.
 - c. Release the child to any school administrator.
15. When students do not observe rules and regulations, the bus driver will complete a conduct report at the bus garage office. A copy of the report is sent to the parents, and two copies to the principals of the schools whose pupils were riding the bus. When the principal has determined who was at fault for the problems that occurred, it will be his or her duty to determine what action is necessary, and whether school bus transportation privilege is to be suspended. He or she will notify the parents or guardians of the student of the decision. Suspension from riding the bus does not excuse the pupil from attending school.
16. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
17. Students shall not throw objects about the vehicle nor out the windows.
18. Students shall keep feet off the seats.
17. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.



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

Z-Pass

First Student will issue each eligible student a Z-Pass. The Z-Pass will be scanned as students load buses before and after school. Students may only ride their assigned bus.

Student Attendance Accountability

Attending After School Activities

Any student returning to the school for activities after regular school hours is expected to arrive just before the scheduled time for the activity and depart from the premises immediately following the conclusion of the activity. **Any student who twice fails to make previous arrangements to depart from an activity within 30 minutes of the scheduled time will only be allowed to attend future activities when accompanied by his/her parent/guardian.**

Tardy Policy /Truancy

At the beginning of class, students are expected to be in their seats and prepared to work; otherwise, they are considered tardy. Students may not enter class late without a pass. Excessive tardiness will result in disciplinary action. Every morning there will be a tardy sweep from 8:50-9:15. Students in the hallway at that time without a valid pass are subject to disciplinary actions.

Off-Limits Area (Truancy): Presence in an area restricted by grade level, schedule, or other reasons. Students in off-limits areas are subject to disciplinary actions

Skipping Class (Truancy): Students who have an unauthorized absence from class or classes are considered skipping. Students who skip classes are subject to disciplinary actions.

Attendance

In accordance with Missouri State Law, every parent or person having charge, control, or custody of a child between the ages of seven and sixteen years is responsible for keeping the child in school. Regular school attendance is directly related to success in school.

If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian is to call the attendance secretary at 659-3200, or leave a message at 659-3210 to explain the reason for the absence. You may also email this information to attendance.lcms@jcschools.us This may be done on a 24-hour basis. If telephoning is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school.

If a student needs to leave school during the school day, either a student's parent/legal guardian or authorized person must come to the office to sign the student out. Only people listed in the student's "contact list" are considered authorized persons. Contacts for a student can only be added to the student's permanent file by the parent through parent portal. Written notes cannot be accepted. If you have questions, please contact the counseling office.

In the case of excessive absences, parents will be contacted by letter and may be referred to the Juvenile Court Services.

NOTE:

Students are required to be present at school more than half of the day on the day of a school function in order to attend. School functions include, but are not limited to, district athletic events, dances, field trips, and parties. (MSHSAA rules concerning full-day attendance apply if the student is an athlete.) If a student goes home ill during the school day, he/she will not be allowed to attend.



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Attendance and Attending School Functions

If a student is not at an overall attendance rate of 90% or above, he or she will not be allowed to attend middle school functions. School functions include, but are not limited to, dances, field trips, and parties. Administration will review special circumstances on an individual basis.

Students Arriving Late

Students arriving late to school are to report directly to the attendance secretary in the main office with their parent/guardian or written notification from the student's parent/guardian stating the reason for the tardiness and the date. The attendance secretary will make the necessary arrangements to admit the student to class.

Early Dismissal from School

If early dismissal is necessary, a written request and/or a telephone call from the parent/guardian stating the reason and time shall be given to the attendance secretary. Students will be called to the office upon the parent/guardians arrival to pick up the student. **A parent/guardian's signature is required in the office for a student to leave the building.** The student is to check out with the attendance secretary when leaving the building and check in upon his/her return. Students may not leave the building or school grounds before the close of school unless approval is granted from the office.

Student Academic Accountability

Each student is responsible for his or her academic success. Teachers will provide coaching, assistance, encouragement, and correction. Student handbooks, parent conferences, the homework hotline, progress reports, Infinite Campus, student advisories, etc. can assist students in achieving their potential.

Homework and Classwork Policy

In order to create a successful transition from elementary school to high school, content will establish a homework and late work policy to encourage student accountability.

Homework and Classwork for Excused Absences

Students must take the responsibility for requesting work missed after an excused absence. This should be done at a time that does not disrupt class, such as before or after school. Students who are gone for an extracurricular event or field trip must see teachers for missing work BEFORE the activity and will turn it in as assigned.

Homework Web Pages

Visit the team web pages for homework information at www.jcschools.us/lcms.

Student Grades

Mid-Term grades are sent home with students after four weeks and Term grades are sent home with students and 4th term grades are mailed home at the end of the year. Term grades are the students' final grade each grading period. Parents may access parent portal at any time to access student progress and assignments.

Textbooks

Textbooks are issued to students on a loan basis in classes requiring a textbook. Textbook numbers are recorded when the books are issued. Each student is responsible for the care of the book checked out to him/her. A fine will be assessed for any lost or damaged book or materials.

LCMS Grading Table

Lewis & Clark Middle School has one grading table for assessment of student progress. The same grading table is used for all classes be they core or encore classes. Parents are also encouraged to contact their child's teachers during the school year to find out more about student evaluation.



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Grading Table:

A	92.5 - 100%	C+	76.5 - 79%	D-	59.5 - 62%
A-	89.5 - 92%	C	72.5 - 76%	F	below 59%
B+	86.5 - 89%	C-	69.5 - 72%	INC	incomplete
B	82.5 - 86%	D+	66.5 - 69%		
B-	79.5 - 82%	D	62.5 - 66%		

Grading Categories for LCMS

- Assessment 60% (quizzes and test)
- Coursework 30% (assignments, projects, homework, activities, participation, bell ringers, etc.)
- Final 10%

Required State Assessments

Middle School

Test Name	Statutory Requirement	Subject	Grade	Length (Approximate)	Testing Window	Result Distribution
MAP Grade Level	Outstanding School Act and ESSA	English Language Arts	6 ,7 8	1.5 - 3 hours 3.0 - 4.5 hours	April – May Annually	Fall of the following year.
MAP Grade Level	Outstanding School Act and ESSA	Mathematics	6 - 8	1.5 - 2.5 hours	April – May Annually	Fall of the following year.
MAP Grade Level	Outstanding School Act and ESSA	Science	8	2 - 2.5 hours	April – May Annually	Fall of the following year.
End of Course (EOC)	Outstanding School Act and ESSA	Algebra I	8	Session 1: 90–110 minutes Session 2: 90–110 minutes	April – May Annually	Fall of the following year.
MAP-Alternate (for students with cognitive disabilities)	Outstanding School Act and ESSA	ELA, Math Science	6-8 8	Embedded in instruction	Sep -Dec Feb – May Annually	Fall of the following year.

Virtual Education

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

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

Conditions for accessing virtual courses:

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



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

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

President's Award for Educational Excellence

Students must have attained an 85% or higher on a nationally-normed achievement test taken during middle school and must have at least a 93.5 cumulative grade point average for the 6th and 7th grade, and terms 1 and 2 of 8th grade.

Student Behavior Accountability

Dress Code (Disruptive Behavior) (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. No clothing or personal grooming that disrupts, or is likely to disrupt, the educational environment is permitted.

- What follows is a list of acceptable items of dress: students need to learn to present themselves professionally and dress in a manner that helps them meet with success in the workplace.
- Slacks, jeans, capris, and other pants
 - Pants must be appropriate, neither too tight nor too loose
 - Must not show excessive skin due to holes
 - No exposed underwear or under shorts
- Dresses and skirts
 - Conservative necklines (No strapless, tube tops, halter tops, crop tops or spaghetti straps)
 - Must be an appropriate length so as not to reveal excessive or inappropriate areas of the skin. Please be mindful that as you bend, reach, wear a backpack or otherwise move about the school building, the length of the clothing must not shift to reveal excessive or inappropriate areas of skin
- Shorts with an inseam of at least 3 inches or more
- Tops/Shirts
 - Must have conservative neckline
 - Must not show waistline skin (No midriffs)
 - Must not advertise or suggest inappropriate messages (Examples: Alcohol, Tobacco, Weapons, Profanity, or Sexual Innuendos)

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

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

Hallway Behavior (Disruptive Behavior)

Students are expected to walk two-by-two on the "right-hand" side of hallways, maintain a quiet voice, keep hands off of other students in line, stop for others at intersections, and walk around (not between) people having conversations.

Recreational Items/Electronics



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Jefferson City School District are not responsible for lost, stolen, or damaged cell-phones, recreational items, toys, or electronic items students bring to school.

Lost and Founds

Lost and Found is located by the main office. Items in the lost and found will be cleared out three times during the year. Items will be set out during all parent teacher conferences and at the end of the year. Any items not claimed at those times will be donated to local charities.

Pass Policy

Students must have a hall pass, signed by a staff member, to be in the hallways at times other than routine passing times.

Specific bathroom and hall passes are provided in classrooms– these are alternatives from the signed hall passes and students are required to sign out and sign in to the classroom.

Behavior Intervention Support Team (BIST)

The Behavior Intervention Support Team (BIST) grew out of a desire to keep at-risk students in a community school. Its mission is to help teachers, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. The Behavior Intervention Support Team accomplishes this through G.R.A.C.E. (Giving Responsibility and Accountability to Children in Education (taken from <http://bist.org/mission.html>).

Students who exhibit inappropriate behavior in class and disrupt the learning environment move along a placement continuum at LCMS. The continuum is as follows: normal classroom placement, safe seat, buddy room, recovery room, and office. The object of the placement continuum is to keep students safe. Students who move to a buddy room, recovery room, or the office must process with the teacher with whom the problem originated before re-entrance into the normal classroom environment; this involves the completion of a think sheet and personal interaction between teacher and student.

Safe Seat – A seat in the classroom away from other students to help a student regroup, process with an adult, then rejoin class.

Buddy Room – A seat in another teacher’s classroom away from other students to help a student regroup, and process with an adult so they may return to the classroom Safe Seat.

Think Sheets/Success Plans – Students who struggle with behavior in the normal classroom environment are sometimes put on goal sheets. Students on success plans ask each of their teachers to rank their performance in relation to each goal. Students who fail to have their goal sheets signed may be assigned to Team Focus. Students on success plans can be taken off of them if the teachers agree that goals have been met for a substantial period of time.

Processing – Questions the adult asks the student so he/she may take ownership, practice skills and create a plan to make better choices.

Team Focus – Students who have trouble being safe in the normal classroom environment are sometimes invited by their teachers to spend time in Team Focus. Team Focus is placement in one teacher’s classroom for the day. Students earn their way out of Team Focus when they can be safe and when their teachers have determined it is in everyone’s best interest.

Recovery Room – A place where students can go to practice replacement skills, calm down, and prepare a plan to make better choices.

Inappropriate Behavior Requiring Teacher Intervention

Students are expected to follow school and class procedures while in attendance at LCMS. At times, certain students may have difficulty following these procedures and a teacher will be required to intervene. Teachers may impose consequences for violating these procedures or more severe violation may be referred to the student’s administrator. Examples of inappropriate behaviors and possible teacher interventions and consequences follow:

Inappropriate Behaviors:

- Public displays of affection.
- Failure to pay attention or to participate appropriately in class.
- Failure to bring necessary materials to class.
- Interrupting and interfering with the work of others.
- Failure to do class work, assignments, etc.
- Making rude or disrespectful comments to other students.
- Misusing lockers or locker privileges.
- Failure to return forms, notes to parents or teachers, etc.
- Uncooperative behavior towards teachers.
- Spreading hurtful rumors.
- Engaging in any other disruptive behavior that is relatively minor in nature.
- Recording physical confrontations with cell phones

Possible Consequences:

- Private conference with the student.
- Team conference with the student.
- Change in seating.
- Apology is offered and accepted.
- Assignment of a reflection paper regarding the incident.
- Involvement of parents and/or guidance counselor.
- Home assignments monitored by the parents.
- Loss of privileges for a specific period of time.
- Assignment of a written plan of action or a behavior contract.
- Quiet lunch or before or after school detention with the teacher.
- Confiscation of inappropriate items.
- Referral to the office for disciplinary action.

Inappropriate Behavior Requiring Administrator Intervention

Students who continually disregard expectations cause a serious disruption to the school climate. Administrators will use the following **Code of Conduct** as a guide when dealing with inappropriate behavior. Administrators may vary from the listed consequences based on each individual situation. Actions that are not specifically covered in this handbook, but which are disruptive, inappropriate, or offensive shall result in disciplinary action.

Code of Conduct Student Discipline

(JCSD Board Policy JG – Subject to change in board policy at a future date)

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

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



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

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

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

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

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

Adopted: 09/10/1990 Revised: 06/08/1998; 06/14/2004; 06/14/2010

Consequences:

Parent/Guardian Notification

Contact from a school official made in person, by telephoning and/or letter explaining the situation in which the student has become involved.

Notification of Authorities

Contact from a school official to the proper legal authorities will be made if the situation warrants.

Detention

Detention is additional time for study to be assigned by the building administrators. Students are to report to the assigned area promptly and be ready to work independently. Detention will be served on the assigned Tuesday or Thursday from 7:20 AM until 8:20 AM. Students who arrive after 7:20 AM or miss detention will have additional consequences.

Behavior problems that occur while completing detention may result in more severe disciplinary actions. Students may receive a range of consequences for not attending assigned detention ranging from receiving additional detentions to being assigned to Saturday school or in-school suspension.

Missed Assigned Detention: The act of not completing detention by the assigned date. Students who miss detention are subject to disciplinary action.

In-School Suspension (ISS)

Students are assigned ISS for a specific number of days depending on the student's infraction of our Code of Conduct. While in ISS, students will complete classwork as provided by their teachers. Administrators can release a student early under special circumstances. Students assigned to ISS will have an opportunity to eat lunch in the ISS room.

Any time a student is assigned to ISS, the student will NOT be allowed to participate in after-school activities and athletics. If this occurs, the prohibition from activities, including athletics, will begin at the time of the ISS assignment and continue until the student has followed his/her regular schedule for one full day.



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Removal from ISS (Disruptive Behavior): Inappropriate behavior while in In-School Suspension may result in an assignment of Out-of-School Suspension for a minimum of 2 days or the remainder of the time assigned in In-School Suspension.

Out-Of-School Suspension (OSS)

Suspension of the privilege to be on school grounds, during school hours and/or after school hours for any event, for the duration of the suspension. Assignments may be arranged for and collected by the parent/guardian by requesting work through the school secretary. Work which is requested in the early morning may be collected after 4:00 PM on the agreed upon day. Completed assignments are to be returned for full credit. A school administrator may assign suspension for up to 10 school days at a time. Further disciplinary action may be recommended to the Superintendent for up to 90 days of suspension and/or recommendation to the Board of Education for expulsion.

- Suspended students will not be able to participate in before or after school activities for the duration of their suspension, until they have resumed a full day of regular classes.
- Eighth grade students receiving OSS at **ANYTIME DURING THE 4th TERM** may not be allowed to attend the eighth grade promotion ceremony at the end of the year.

Ensuring Positive Learning and Working Environment

Jefferson City School District and Lewis & Clark Middle 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 has 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.

Disclaimer

To the extent this handbook conflicts with Board policy, the Board policy prevails.

JEFFERSON CITY SCHOOL DISTRICT ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

The school district designates the following items as directory information.

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

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



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districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

The Jefferson City Public School District respectfully suggests that those attending School District events and open meetings refrain from wearing fragrances.

TOBACCO-FREE DISTRICT

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

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

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

CHANGE OF ADDRESS, WORKPLACE, OR PHONE NUMBER

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

STUDENT DISCIPLINE

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

Corporal Punishment Policy



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

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

Searches by School Personnel

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

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

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

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

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

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

Reporting to Law Enforcement

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

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



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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

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

The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

The student is enrolling in and attending an alternative school that is located within 1,000 feet of a public school in the district.

The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

Impact on Grades

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

Prohibited Conduct

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

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

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

Assault

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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.

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

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

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

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

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

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

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

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

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

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

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

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

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

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

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

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

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

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

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

Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Teacher/Student conference, temporary confiscation of device, and/or detention.
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Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.
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Attempting, regardless of success, to: gain unauthorized access to technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

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

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

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

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

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

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

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



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

Truancy or Tardiness (see Board policy JEDA) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

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

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

Weapons (see Board Policy JFCJ)

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

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

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.

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

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

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

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

PROHIBITION AGAINST BULLYING AND HAZING

General

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

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

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

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

Definitions

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

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

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

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

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

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



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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:

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

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:

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.

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.

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:

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

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:

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.

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.



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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.



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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.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

The teacher shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the teacher.

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

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

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

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

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

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

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

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT



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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:

Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

Make complaints of prohibited discrimination or harassment.

Report prohibited discrimination or harassment

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.

Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

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:



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Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
Comments about an individual's body, sexual activity or sexual attractiveness.
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.
Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Compliance Officer

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

Human Resources Coordinator
Jefferson City School District
315 E. Dunklin
Jefferson City, MO 65101
Phone: 573-659-3013
Fax: 573-659-3044

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

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

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

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

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

Chief of Learning

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

The compliance officer or acting compliance officer will:

Coordinate district compliance with this policy and the law. Receive all grievances regarding discrimination, harassment and retaliation in the Jefferson City School District. 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.

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. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation. 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. Seek legal advice when necessary to enforce this policy. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy. Make recommendations regarding changing this policy or the implementation of this policy. 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. 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



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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

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.

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. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

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.

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.

Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Filing a Grievance

Grievances shall be submitted in writing to the compliance officer:

Human Resources Coordinator

Jefferson City School District

315 East Dunklin

Jefferson City, MO 65101

Phone: 573-659-3013

Fax: 573-659-3044

Grievance Process

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

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

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

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

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

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

Confidentiality and Records

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

Training

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



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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.

504/TITLE II PUBLIC NOTICE

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

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

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

This notice will be provided in native languages as appropriate.

NOTICE OF ASSESSMENT PARTICIPATION

The Jefferson City Public School (JCSD) district administers statewide assessments throughout the school year. These state mandated assessments are only one indicator the district utilizes to ensure that our students are participating in a quality educational program. These assessments also give parents/guardians, or those responsible for the students' education, information to monitor academic progress, and achievements of their child(ren). Information from statewide assessments provides an important benchmark by which we can measure the progress of our students, the effectiveness of curriculum and instruction, and the impact of educational programs. As such, all students in assessed grade levels and contents who are enrolled and present during the district testing window will participate in state assessments. Additionally, student participation is required for the district to remain accountable 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 JCSD Board of Education has assigned its Superintendent the responsibility of designing a program to encourage each student to put forth their best effort on all sections of the assessment they are taking. This program shall include, although not be limited to, grade level appropriate incentives and or supplementary work, based on the student's performance. Neither the State Department of Elementary and Secondary Education, nor Board policy, allow students to opt out of participation in statewide assessments.

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

ASSESSMENTS IN PREPARATION FOR POSTSECONDARY EDUCATION AND WORK OPPORTUNITIES.



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

ACT/WORKKEYS AT DISTRICT EXPENSE

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

DYSLEXIA SCREENING

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

JEFFERSON CITY PUBLIC SCHOOL DISTRICT - PUBLIC NOTICE

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

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

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

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

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon

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request, a survey created by a third party before the survey is administered or distributed to a student. The term "instructional material" does not include academic tests or academic assessments.

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

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of the following:

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

The district will directly notify parents of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to occur.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

NOTICE OF NONDISCRIMINATION



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

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

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

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

Compliance Coordinator for Laws Listed in this Notice:

Human Resources Coordinator
 Jefferson City Public School District
 315 E Dunklin Street
 Jefferson City, MO 65101
 573-659-3013
 SUCCEEDS ACT
 MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

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

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

the Department's resolution of the complaint (or its failure to resolve the complaint).



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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.

TRAUMA INFORMED SCHOOLS INITIATIVE

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

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

“Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan

“Trauma-informed school” - a school that:

- a. realizes the widespread impact of trauma and understands potential paths for recovery
- b. recognizes the signs and symptoms of trauma in students, teachers and staff
- c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
- d. seeks to actively resist re-traumatization



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ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

Jefferson City School District

The school district designates the following items as directory information.

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

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS

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

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

JEFFERSON CITY SCHOOL DISTRICT FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION

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

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.



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

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

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

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

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:

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;

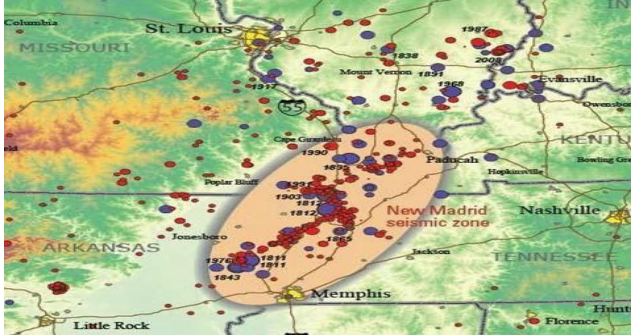
Promoting understanding of the impact of earthquakes on natural features and manmade structures; and

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*



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