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# Student Handbook

2019



2020

Thomas Jefferson Middle School  
1201 Fairgrounds Road, Jefferson City, MO 65109  
Phone: (573)659-3250 Fax: (573)659-3259

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Principal: Mr. Shawn Kelsch  
Assistant Principal: Mr. James Groves  
Assistant Principal: Mrs. Jennifer Penserum  
Assistant Principal Intern: Mrs. Crystal Riggs

Attendance: (573)659-3250  
Counseling Office: (573)659-3268  
Counselor (Grade 6): Cara Duenow  
Counselor (Grade 7): Cody Hillis  
Counselor (Grade 8): Lisa Bleich

Health Room: (573)659-3256  
Food Service: (573)659-3257  
Media Center: (573)659-3250 ext. 225  
School Resource Officer: (573)632-3486  
Board Office: (573) 659-3000

**Thomas Jefferson Middle School Mission:**

Our students will be empowered lifelong learners

**Thomas Jefferson Middle School Vision:**

All students will be challenged to excel in educational programs designed to meet their academic and social needs in a safe, nurturing environment.

**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. In keeping with the Jefferson City middle school philosophy, it is imperative that the middle school attitude and organization reflect these assumptions. Middle Schools will provide:

**Learning** – a strong academics program that recognizes that students have different styles and varied rates of learning. It provides a variety of learning environments and experiences that enable students to become increasingly motivated as independent and group learners.

**Exploration** - opportunities for the individual to discover and explore new ideas and to develop skills and interests within an encouraging environment.

**Support/Guidance** - programs and services that promote stability, growth toward self-realization, increasing independence, and responsible behavior.

**Identity** - opportunities for students to be recognized as individuals and to build self-esteem.

**Physical Development** - experiences and challenges designed to address the rapid changes and varied physical needs of all students.

**Socialization** - experiences that develop positive problem solving and decision-making skills in order for students to function as increasingly responsible members of groups and the community.

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## 2018-2019 School Calendar

Date		Event/Activity
Aug	20 22 27	Open House for 6 <sup>th</sup> Grade Students only Open House for 7 <sup>th</sup> and 8 <sup>th</sup> Grade Students First Day of School for Students
Sept	2 3 18 25	Classes Dismissed (Labor Day) School Pictures 2 Hour Early Release Q1 Mid-term
Oct	3,8 8 16 25	Parent-Teacher Conferences Picture Make-up Day 2 Hour Early Release End of Term (1 <sup>st</sup> Quarter)
Nov	20 26 27-29	Early Release Q2 Mid-term Thanksgiving Break
Dec	20	3 Hour Early Release/Winter Break Starts
Jan	6 10 15 20	Classes Resume End of Term (2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester) 2 Hour Early Release Class Dismissed (MLK Jr. Day)
Feb	11 12 13/18 17	Q3 Mid-term 2 Hour Early Release Parent-Teacher Conferences Classes Dismissed (Presidents' Day)
Mar	11 13 23- 27	2 Hour Early Release End of Term (3 <sup>rd</sup> Quarter) No School - Spring Break
Apr.	9 10 20	Spring Picture Day 3 Hour Early Release - Good Friday Q4 Mid-term
May	21	Last Day of School/End of Term (4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester)/ 3hr Early Release

## General School Information

### Daily Schedule/Office Hours

Doors open at 8:20 AM, classes begin at 8:50 AM and end at 3:50PM

Office hours are between: 8:00 AM to 4:30 PM Monday through Thursday and 8:00 AM to 4:00 PM on Fridays when school is in session.

### Inclement Weather

In the event of inclement weather, stay tuned to the following public media stations for the most up-to-date information on school cancellations and closings. KJMO-FM KWOS-AM KLIK-AM KRCG-TV 13. The School Activities Information Line will list closings as they become available. The telephone number is 635-5277.

### Thomas Jefferson Middle School Website

Please access our school website for school information, updates, the school calendar, and contact information. Access the TJMS website at [www.jcschools.us/tjms](http://www.jcschools.us/tjms) or by going to the Jefferson City Public Schools website at [www.jcschools.us](http://www.jcschools.us) Go to the link for “Our Schools” and to the link for “Thomas Jefferson 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](mailto:portalhelp@jcschools.us) from the email address 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. Parents should contact their schools if they are not receiving messages.

### Student Rights and Responsibilities

Each student has the **right** to:

1. Have the opportunity for a free education in a safe, orderly, and appropriate learning environment.
2. 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.
3. 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.
4. Expect to be fully informed of school rules and regulations and the right to due process.

Each student has the **responsibility** to:

1. Respect the human dignity and worth of every other individual.
2. Study diligently and maintain the best possible level of academic achievement.
3. Be present and punctual in the school program.
4. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
5. Exercise the utmost care while using school facilities.
6. 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, call **659-3268** or, report to the counseling office, which is located near the main office.

### **Activities**

#### **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 Thomas Jefferson are intended to encourage participation in athletics. Even though competition is a part of athletics, participation is our main goal. Programs are offered in basketball, football, softball, and volleyball. 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 track and field, basketball, football, volleyball, wrestling and cross-country.

#### **Insurance**

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

#### **Physical Exam**

Capital City High School and Thomas Jefferson Middle School are using an online electronic platform called Student Health Profile, provided by PRIVIT Inc. The purpose of the Student Health Profile is to collect, store and update student medical information that is collected annually (and in some cases, up to four times per year). The Student Health Profile program replicates the information we routinely collect for students participating in activities at the school. Based on the same information as the paper-based forms, The Student Health Profile replaces those paper forms with an online process for submitting and managing student medical information. The Student Health Profile is compliant with international privacy laws, including HIPPA and COPPA, ensuring your student's information is secure. All athletes, cheerleaders, dancers, members of Marching Band and Show Choir are required to submit a COMPLETED Physical Form to participate. PER MSHSAA By-Laws the doctor's signature must be dated after 02/01/2019 to be valid for the 2019-20 school year. JCPS PRIVIT Login/Registration Page: <https://jcschools.e-ppe.com/index.jspa> Additionally, as part of the Physical Form parents/guardians and participants are required to sign that they have reviewed concussion related materials. These can be found at: <https://jeffersoncityjays.bigteams.com/main/otherad/contentID/217183>

#### **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.

#### **Definition of Eligibility**

Eligibility to participate in the athletic contests 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.

#### **Eligibility Standards**

1. Students must be creditable middle school citizens. (See discipline information on the following pages in regard to the impact of ISS/OSS on eligibility for athletics/activities.)
2. Students must be currently enrolled in and regularly attending the normal courses for seventh and eighth grade.
3. Students cannot compete in any sport for more than one season or any but the first two terms they are enrolled in eighth grade, including special education.
4. Non-transfer students must enter school within the first eleven days of the term to be eligible to play for that term.
5. Students may only accept an award for participation in athletic contest or achievements that meets all MSHSAA standards.

6. Eighth grade students who reach their 15th birthday prior to **July 1, 2019**, are ineligible for further competition at the eighth grade level. Seventh grade students who reach their 14<sup>th</sup> birthday prior to **July 1, 2019**, are ineligible for seventh grade competition.
7. During the sports season, a student represents his or her school by competing in an interscholastic athletic contest. He or she cannot compete as a member of a non–school team or as an individual participant in organized non–school competition in the same sport, except for MSHSAA by-law 3.13.2.
8. Students may not practice or compete in a non–school competition on the same date he or she practices or competes for the school without prior permission from the school.
9. If a student transfers schools, he/she is ineligible for 365 days from the date of transfer unless there is a corresponding change of residence of the parents or unless he/she meets other exceptions to this rule.
10. A student who transfers schools under conditions that do not meet the terms of the transfer standards may be eligible to participate.
11. A student may lose eligibility if he/she commits an act that might be interpreted as unsportsmanlike conduct while playing or attending a school activity.
12. A student must not fail more than one class to remain eligible the next term or make satisfactory progress in special education.
13. Transferring from one school to another solely because of athletics or activities will make the student ineligible for one full year.
14. This is only a partial list of standards. Ask your coach 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 the bleachers is not allowed. This is a ruling from the Missouri State High School Athletic Association.
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 Thomas Jefferson to encourage students to be active in a wide variety of interests.

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.

### **Student Council STUCO**

Student council is a representation of the student body, which encourages fellow students to be involved in their school and helps create a positive school climate.

The Student Council is made up of four officers: president, vice–president, secretary, treasurer, who are elected by the entire student body. These are the voting members of Student Council. Members at large may join through an application process.

### **Media Center**

The Media Center is located on the first floor and is open from 8:30 AM to 4:20 PM daily. Books may be checked out for two weeks. Once a student is issued his picture ID card, it MUST be presented at the circulation desk in

order to check out materials. Fines for overdue overnight materials will be assessed. 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 lunch. A replacement ID may be purchased in the counseling office for \$5.00.

### **Student Messages and Telephone Policy**

There is a courtesy phone located in the 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 strongly recommended 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.

### **Lockers**

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. Any items (coats, bookbags, cell phones, etc.) not intended for classroom use 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. District officials retain the right to inspect lockers at any time.

### **PE Lockers**

Each student will have a locker assigned in the locker room to be used for the entire school year. Combination locks will be issued, as needed, and are the responsibility of the students. The lockers and locks are the property of the school under the joint control of the student and administration. **A fine will be assessed for lost or stolen locks and damaged lockers.**

## **Student Health & 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 659-3256.

### **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.

### **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 could be subject to disciplinary action.

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

\*A physician 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.**

### **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 (573)632-3486.

### **Visitors**

Any individual visiting the school, for any reason, must enter through the main West doors 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 Thomas Jefferson 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. Thomas Jefferson 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. 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.

## School Food Service

### Lunch/Breakfast Program

The cafeteria will open at 8:20 AM for students to obtain breakfast and/or milk. When students are dismissed from class for lunch, they are to enter the cafeteria with their teacher.

Nutritional hot lunches may be purchased daily, weekly, or monthly. The appropriate forms for free/reduced lunch rates may be picked up from the cafeteria or main office.

Students must use their identification number located on their ID card and are encouraged to bring their ID card to lunch each day for faster processing or pay cash each day to the cashier. Students may bring their lunch to school and purchase milk in the cafeteria. No glass containers are allowed in the cafeteria.

### Cafeteria Expectations/Rules:

- Students are to remain seated
- Students are to raise hand and ask permission to use restroom, water fountain, or be excused from cafeteria.
- Students are expected to remain in their designated seating area.
- The cafeteria is to be kept clean.
- If not eating breakfast, students should not be in breakfast area.
- Food or drinks are not to be taken from cafeteria

## Transportation

### First Student

Phone Number: 659-3039 or 659-3040

### Bus Conduct Guidelines (Bus Misconduct)

Board Policy: Student Transportation

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

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

### Bus Referrals

If a school bus driver deems a student's behavior inappropriate and issues a "bus ticket" or referral to an administrator, the following guidelines will generally be used:

#### First Referral or Ticket

•The student will conference with an administrator and may be suspended from riding the bus for up to five days.

#### Second Referral or Ticket Within Three Months of the First Offense

•The student will conference with an administrator and may be suspended from riding the bus for five days.

#### Third Referral or Ticket Within Three Months of the Second Offense

•The student will conference with an administrator and may be suspended from riding the bus for up to ten days.

#### Fourth Referral or Ticket

•The student will conference with an administrator and may be suspended from riding the bus for ten days or more up to the remainder of the school year depending on the severity of the situation.

Students who violate school rules while on the school bus may receive the consequences outlined in the school code of conduct, such as Detention, In-School Suspension, or Out-of-School Suspension, in addition to being suspended from riding the bus.

If a student rides multiple busses, any bus suspension applies to all busses the student may ride.

#### **Permission to Ride Other Busses**

All students are assigned to a specific bus and stop. Students are not permitted to ride other buses or get on or off at other stops.

#### **Transportation by Car**

Students must be dropped off on the **North side** of the building when arriving before 8:50 AM. Students leaving between 3:50 and 4:10 PM must be picked up on the **North side** of the building. The front of the building is reserved for bus traffic only before 8:50 AM and between 3:30 and 4:10 PM. **Parking near the bus loading area after 3:30 may result in cars being temporarily blocked by buses.**

### **Student Attendance Accountability**

#### **Opening and Closing the Building**

**The school doors will open at 8:20 AM each day.** Before school care is available through the YMCA Club on site from 7:00 - 8:00 AM daily at cost. Call 573-761-0716 or 573-761-3196 for more information. Students will enter the building and report directly to their homeroom or the cafeteria for breakfast. All students are to remain on school grounds after their arrival.

**It is expected that students will depart from school grounds within 30 minutes after classes are dismissed each day.** After school care is available off site through The Boy's and Girl's Club, which may be reached at 573-634-2582. 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.**

#### **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.

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's message center at 659-3260 to explain the reason for the absence.** 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 be added to the student's permanent file by the**

**parent coming to the Counseling Office. Contacts for students can also be added through parent portal accounts. Phone calls and/or written notes cannot be accepted.**

Parents will be sent a letter denoting excessive absences, and they will be referred to the Juvenile Court System or Division of Family 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, 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. Students in In-School Suspension (ISS) or Out of School Suspension (OSS) may not attend a party until consequences have been served for an entire school day.

### **Students Arriving Late**

Students arriving late to school are to report directly to the attendance secretary's window 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**

Students will be called to the office upon the parent/guardians arrival to pick up the student. **A parent/guardian's photo ID and 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**

### **Homework and Classwork Policy**

In order to create a successful transition from elementary school to high school, each teacher will establish a homework policy to encourage student accountability.

Each student is responsible for his or her academic success. Teachers will provide coaching, assistance, encouragement, and correction. Student Handbook, parent conferences, team emails, progress reports, etc. can assist students in achieving their potential.

### **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.

### **Student Grades**

Mid-Term grades are sent home with students after four weeks and Term grades are mailed every nine weeks. 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/Chromebooks**

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

### **TJMS Grading Table**

Thomas Jefferson Middle School has one grading table for assessment of student progress. The same grading table is used for all classes be the 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.

#### **Grading Table:**

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

### **Grading Categories for TJMS**

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

### **President's Award for Educational Excellence**

Student 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% grade average of the 6<sup>th</sup> and 7<sup>th</sup> grade years, and terms 1 and 2 of their 8<sup>th</sup> grade year.

### **Student of the Month**

Teachers nominate students for Student of the Month, because of their display of good character. Students of the Month are treated to a lunch for which their parents are invited.

## **Student Behavior Accountability**

### **Personal Appearance**

(Board Policy JFCA)

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

The school district reserves the right to establish or modify rules during the year regarding new fashions 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**

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.

### **Pass Policy**

Students must have a hall pass/student planner signed by a staff member to be in the hallways at times other than routine passing times. Students are required to sign out and sign in to the classroom on a log sheet.

### **Behavior Intervention Support Team (B.I.S.T.)**

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 disrupt the learning environment can move along a placement continuum at TJMS. The continuum is as follows: normal classroom placement, safe seat, buddy room, and office. The object of the placement continuum is to keep students safe. Students who move to a buddy 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.

**Success Plan** – Success Plans are used to assist students to meet specific behavior goals set by the individual student and team of teachers. A success plan is a tool to help students independently redirect their behavior in order to successfully meet the expectations of a classroom. Students on success plans ask each of their teachers to rank their

performance in relation to each goal. Students who fail to have their success plan signed may be assigned to Team Focus. Students on success plans can be released from goals, if the teachers agree that goals have been met for a substantial period of time.

**Team Focus** – Team Focus is yet another tool used to assist students to meet specific behavior goals set by the individual student and team of teachers. During team focus the student will be assigned to one classroom teacher for the day. While in team focus the student will receive daily assignments from all their classes and strive to meet expectations set forth from their success plan. Team focus is used when a student did not meet their daily goals from their success plan or when a student needs an alternative option during difficult transitions.

### **Inappropriate Behavior Requiring Teacher Intervention**

Students are expected to follow school and class procedures while in attendance at Thomas Jefferson Middle School. 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:**

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

#### **Possible Consequences:**

1. Private conference with the student.
2. Team conference with the student.
3. Change in seating or setting.
4. Apology is offered and accepted.
5. Assignment of a reflection paper regarding the incident.
6. Involvement of parents and/or guidance counselor.
7. Home assignments monitored by the parents.
8. Loss of privileges for a specific period of time.
9. Assignment of a written plan of action or a behavior contract.
10. Quiet lunch or before or after school detention with teacher.
11. Confiscation of inappropriate items.
12. Referral to 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 – School Board Policy JG-R1**

(The most current board policy will be followed. This can be found on the JCSD website)

### **STUDENT DISCIPLINE**

The Student Code of Conduct is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. It is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or, any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Deviation from the disciplinary consequences set forth in this code of conduct shall be documented by the Principal, Assistant to the Superintendent of Elementary or Secondary Education, Chief of Learning, Superintendent and/or Board of Education. This code 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.

#### **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.

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:

1. 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.
2. The student is enrolling in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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)**

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

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

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

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

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

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

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

**Failure to 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) –**

1. 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.

2. 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.
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Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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**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)**

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

2. Attempting, regardless of success, to: gain unauthorized access to technology system or information; 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.

3. 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.

4. 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**

1. 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.

2. 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.

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)**

1. 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.

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

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

### Ensuring a Positive Learning & Working Environment

Jefferson City School District and Thomas Jefferson 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 are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

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

If a student and/or parent have a concern/complaint with an issue related to 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 that meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to 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.

#### **Student Complaints and Grievance**

Please refer to the Jefferson City Public School Essential Policy Packet located at [www.jcschools.us](http://www.jcschools.us) or printed copies are available on request.

#### **Disclaimer**

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

### Legal Requirements & Board of Education Policies

The role of a Board of Education is to set policy and the role of the administration is to execute it. Policy is a foundational governing document. The basic definitions of policies and procedures, as defined by the Missouri School Boards' Association, are as follows:

Policies are values or principles adopted by the Board that establish the framework for what is to be done. Policies provide general guidance for the district and are based on the vision and mission of the school district. Policies include topics subject to direct board governance as well as those concerning the board's own operation. Some policies are included in the manual because of laws or regulations that require them. Others are included at the discretion of the Board in order to provide for consistent operation of the district and to meet the educational needs of students.

This handbook contains only a portion of the official school board policies. A full listing of the Board of Education policies are available in the School Board Policy Manual found on the JCPS website.

### **Bullying - Policy JFCF**

In order to promote a safe learning environment for all students, the Jefferson City School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

#### **Definitions**

**Bullying** – In accordance with state law, bullying is defined 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; 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** – 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**School Day** – A day on the school calendar when students are required to attend school.

#### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

#### **Reporting Bullying**

### **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.

#### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide



whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer

initiatives.

4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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

The school district designates the following items as directory information.

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

Student's name; date 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.

### ***STUDENT COMPLAINTS AND GRIEVANCES***

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

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

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

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

*If the problem is not resolved to the satisfaction of the student and/or parents/guardians, the principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.*

*Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.*

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

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

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

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

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

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

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

### **General Rule**

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

*The Board also prohibits:*

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

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

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

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

### **Additional Prohibited Behavior**

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

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

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

#### ***School Nutrition Programs***

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

#### ***Interim Measures***

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

#### ***Consequences and Remedies***

*If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and*

*appropriate action to address the behavior, prevent its recurrence and remedy its effects.*

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

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

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

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

#### ***Definitions***

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

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

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

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

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

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

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

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

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

### ***Compliance Officer***

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

*Human Resources Coordinator*

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

*Phone: 573-659-3013*

*Fax: 573-659-3044*

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

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

*Jefferson City Public Schools*

*315 E. Dunklin Jefferson City, MO 65101*

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

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

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

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

*The compliance officer or acting compliance officer will:*

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

### **Public Notice**

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

### **Reporting**

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

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

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

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

### **Investigation**

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

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

### **Grievance Process Overview**

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

### **Filing a Grievance**

Grievances shall be submitted in writing to the compliance officer:  
Human Resources Coordinator  
Jefferson City Public Schools  
315 East Dunklin Jefferson City, MO 65101  
Phone: 573-659-3013 Fax: 573-659-3044

### **Grievance Process**

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

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

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

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

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

### **Confidentiality and Records**

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



### **Training**

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

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

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

## **SUICIDE AWARENESS AND PREVENTION**

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

### **Response Plan**

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

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

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

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

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

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

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

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

- 1. Make every effort to locate the student immediately, and do not leave the student alone.*
- 2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's*

parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

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

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

### **Confidentiality**

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

### **COMMUNICABLE DISEASES**

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

#### **Immunization**

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

#### **Universal Precautions**

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

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

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

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

#### **Exceptional Situations**

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

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

**Confidentiality**

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

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

**Reporting and Disease Outbreak Control**

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

**Notification**

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

**504/TITLE II PUBLIC NOTICE**

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

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

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

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

**NOTICE OF ASSESSMENT PARTICIPATION**

The Jefferson City Public School (JCPS) district administers statewide assessments throughout the school year. These state mandated assessments are only one indicator the district utilizes to ensure that our students are participating in a quality educational program. These assessments also give parents/guardians, or those responsible for the students' education, information to monitor academic progress, and achievements of their child(ren). Information from statewide assessments provides an important benchmark by which we can measure the progress of our students, the effectiveness of curriculum and instruction, and the impact of educational programs. As such, all students in assessed

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

If there are any questions or concerns by patrons, the current policy is on our website at [https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=117&Sch=117](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.

### **NOTICE OF NONDISCRIMINATION**

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

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

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

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

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

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

### **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 child 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.

#### **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.

#### **ASSESSMENTS IN PREPARATION FOR POSTSECONDARY EDUCATION AND WORK OPPORTUNITIES.**

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/WORK KEYS 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).

### **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 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.

**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 programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information . What is a complaint under ESSA? . Who may file a complaint? . How can a complaint be filed?	
Complaints filed with LEA . How will a complaint filed with the LEA be investigated? . What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department . How can a complaint be filed with the Department? . How will a complaint filed with the Department be investigated? . How are complaints related to equitable services to private school children handled differently?
Appeals . How will appeals to the Department be investigated? 0. What happens if the complaint is not resolved at the state level (the Department)?	

- 1. What is a complaint?**  
 For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- 2. Who may file a complaint?**  
 Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**  
 Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

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

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

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



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

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

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

### **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:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “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

### **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 PUBLIC SCHOOLS 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:

1. 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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.

4. 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

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

*The school district designates the following items as directory information.*

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

*Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork*

or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

### **EARTHQUAKE PREPAREDNESS**

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

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

### ***Earthquakes in Missouri***

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

***The New Madrid Seismic Zone averages more than 200 earthquakes per year. Most can't be felt, but a few can cause measurable damage.***

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

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

***Save This Information!***

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

**BEFORE:**

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

**DURING:**

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

**AFTER:**

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

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