

Jefferson C-123 School District

Senior & Junior High

Handbook



EAGLES

Jefferson C-123 School District
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Mission Statement

The Jefferson C-123 School District develops lifelong learners and productive citizens.

Vision Statement

The Jefferson C-123 School is dedicated to understanding the past and building for the future of its students. To accomplish this endeavor, the district strives to develop students with a healthy physical, emotional, and intellectual balance that will prepare them to be lifelong learners and productive, enlightened members of a diverse society.

The Jefferson C-123 School District believes that:

- the role of each teacher is to meet students' **individual needs**
- education is a **cooperative process** involving home, school, and community;
- students and staff will exhibit a strong **work ethic** and sense of **responsibility** and **respectfulness**
- the foundation of the district's educational program will be based on preparing students to be **college and career ready**
- students and staff strive to adapt to a **rapidly changing world**
- teachers will inspire each student to be an **innovative thinker** who will reach his or her **full potential**

JEFFERSON C-123 SCHOOL DISTRICT
SR/JR HIGH SCHOOL HANDBOOK
UPDATED July 2024

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JEFFERSON C-123 SCHOOL DISTRICT

SR/JR HIGH SCHOOL HANDBOOK

CONDUCT:

Students are expected individually and as a group to conduct themselves as young adults at all times during school hours, while on school property, and while taking part in or attending school activities. Obtaining self-discipline is an important quality that Jefferson would like to see in the students so as to take an important place in the world. ~~Conduct grades will be given in classes, and put on grade cards each quarter.~~

STUDENT CITIZENSHIP CODE

1. A good student is punctual. He/she reports to class and all other school activities on time.
2. A good student is tolerant of other students regardless of race or religion.
3. A good student is industrious. He/she realizes that few students are perfect, but he/she does his/her best on all assignments.
4. A good student displays good sportsmanship in all school activities.
5. A good student is courteous at all times.
6. A good student is reliable. He/she brings adequate materials and supplies to each day.
7. A good student shows respect for authority.
8. A good student is fundamentally honest.
9. A good student is clean in mind and body
10. A good student is neat in his/her appearance.
11. A good student has an open mind for new ideas.
12. A good student displays proper conduct at all times.
13. A good student participates in class discussion and other school activities.
14. A good student respects school property and the property of others.
15. A good student is consistent. He/she does not change his/her standards to satisfy the crowd.
16. A good student realizes that his/her right stops where another persons right begins.
17. A good student is loyal to self, his/her fellow student, his/her school, and his/her country.

REGULAR SCHOOL DAY

- 7:45 - 8:05 Study or scheduled activities
- 8:10 - 9:00 First Period
- 9:03 - 9:48 Second Period
- 9:51 - 10:36 Third Period
- 10:39 - 11:24 Fourth Period
- 11:27 - 12:12 Fifth Period
- 12:12 - 12:28 High School Lunch
- 12:28 - 12:40 Junior High Lunch
- 12:45 - 1:30 Sixth Period
- 1:33 - 2:18 Seventh Period
- 2:21 - 3:02 Seminar / Enrichment
- 3:02 - 3:15 Student-Teacher Conferences

We will operate the school day with bells between periods. Students will not leave a class until the teacher dismisses them. There will be approximately three minutes between periods to go to lockers, restrooms, or to get a drink.

RULES OF PROCEDURE

1. General Rules and Information

- A. The teacher is in charge of the classroom. Please respect his/her authority.
- B. Student are to conduct themselves in a quiet and orderly manner in the halls and classrooms at all times. There is to be no running in the building or congregation in the halls or restrooms.
- C. At public programs, assemblies, athletic contests, etc....always remember that you are representing your school and your school will be judged by the way you conduct yourself.
- D. Students may be excused from any class or study hall at time with prior approval of the principal before the beginning of that class period.
- E. Any unnecessary display of affection is considered undesirable. Save yourself the embarrassment of having to be corrected in public.
- F. Disposal of paper and other waste materials should be in the proper containers.
- G. Swearing on school property is considered undesirable.

2. Dress Code - (see Board Policy JFCA-AP)

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- A. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- B. All students must wear shoes, boots or other types of footwear.
- C. Dress and grooming will not disrupt the teaching/learning process.
- D. Dress shall not promote the use of drugs, alcohol, tobacco or criminal or sexual activity. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during class period in the interest of maintaining safety standards.

- F. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.
 - G. When, in the judgement of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.
3. Before School
- A. Classes start at 8:10 a.m.
 - B. The time before the start of classes is an excellent time for conferences with teachers and organization meetings. However, you may go to the library for studying or the gym for talking.
 - C. No student should be at school before 7:45 A.M. unless arrangements have been made in advance with a teacher or administrator.
4. Lunch
- A. All food will be consumed in the multi-purpose room.
 - B. No pop will be sold during noon hour
 - C. Before being dismissed, announcements may be made.
 - D. Make sure you have cleaned up around you.
 - E. Intramural activities may be scheduled for during this break.
5. After School
- A. School dismisses at 3:02.
 - B. The building is considered closed.
 - C. No student should remain in the building after the late bus leaves unless staying for a school activity or permission has been given by a school employee. Students should be supervised at all times.
6. Student Vehicles
- A. School grounds speed limit is 10 miles per hour.
 - B. All student motor vehicles parked on school property must be registered with the school.
 - C. Students will park in the west north parking lot.
 - D. Parking should be done in a straight line and in a manner not to block any other vehicle in the parking lot.
 - E. Once parked, students are to report immediately to the building.
 - F. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials.
 - G. When school is dismissed, vehicles will not leave until the last bus has pulled out.
 - H. Respect the rights of others.
 - I. Reckless driving in or around the school will cost you your right to drive on the school grounds.
7. School Transportation - (see Board Policy Procedures JFCC-AP)
- All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.
- A. Bus riders shall be at the designated loading point before the bus arrival time.
 - B. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
 - C. Riders must not extend arms or heads out of the windows at any time.
 - D. Aisles must be kept cleared at all times.

- E. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
 - F. A bus ride will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
 - G. A rider may be assigned a seat by the driver.
 - H. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
 - I. Riders are not permitted to leave their seats while the vehicle is in motion.
 - J. Permission to open windows must be obtained from the driver.
 - K. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
 - L. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
 - M. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
 - N. Students shall not throw objects about the vehicle nor out the windows.
 - O. Students shall keep feet off seats.
 - P. The student discipline code will apply to students using school transportation services.
 - Q. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
8. Fire Alarm Plan
- A. Fire alarm will be an announcement made over the intercom system.
 - B. All students exit from each classroom in single file to the designated exit. Stay in your assigned group.
 - C. Don't run ahead of, or cross in front of, another group leaving the building.
 - D. Books, etc... will be left behind.
 - E. Walk, do not run, to assigned exit.
 - F. The first teacher reaching the exit door should hold the door open until everyone has left the building. After the last person clears the building the doors should then be closed.
 - G. Move away from the building approximately 50 yards.
 - H. All persons must leave the building.
 - I. Instructors are to stay with their groups. Roll must be taken after all have cleared the building and the results sent immediately to the principal. ~~the flagpole.~~
 - J. Students that are in the halls or restroom at the time the alarm sounds shall fall in line with the nearest group.
 - K. Enter the building and report back to your assigned class after the all clear bell has sounded.
9. Tornado Alarm Plan
- A. Tornado alarm will be an announcement made over the intercom system.
 - B. Students will proceed to the designated locker room.
 - C. When exiting the classroom will proceed down the designated side of the hallway to the locker room.
 - D. The first teacher to the locker room steps will count all students going to the shower room.
 - E. The first student to the doors will hold the doors until all students have passed through
 - F. There will be no talking until the all clear is sounded.
 - G. Report to your assigned class after the all clear all has sounded.
10. Gym
- A. The gym will not be open unless a coach or another teacher is present.
 - B. At no time will street shoes be allowed on the gym floor

11. Lockers

- A. For the convenience of students, hall lockers will be issued to all students.
- B. Lockers are to be kept clean at all times.
- C. No student shall mark, write, or paste things of any kind in or on a locker.
- D. Lockers will be inspected regularly.
- E. If abused, locker privilege may be suspended.

12. Seminar / Enrichment

- A. Seminar is for the purpose of supervised study. Always bring enough work to keep you busy the entire period. Students may bring reading material if they have no school work.
- B. All junior high students must have their planner filled out with the days assignments or activities listed.
- C. Students are allowed on the computers only to do school work.
- D. The first ten minutes' seminar period will be designated for silent reading except on Wednesday (Character Strong) and Friday (Gyminar). All students should bring reading material to class with them.
- E. Students who are failing a class or who have late work will attend regular Seminar. Students will remain in regular seminar for the entire week
Students may lose honor seminar privileges due to disruptive behavior
- F. Enrichment will be an option for 9th-12th grades on Monday and Thursday.
 - 1. We will have sign up for enrichment one time per quarter and students are only Allowed to sign up for one enrichment.
 - 2. Any students who do not sign up for enrichment will report to their assigned Seminar classroom.
 - (a) We may offer but are not limited to:
 - 1. Music (Band/Choir)
 - 2. Art
 - 3. Advanced Fit
 - 4. FFA and Homecoming during the second semester
 - 3. Failing, late work, or disruptive behavior will attend regular seminar.
- G. On weeks where school is in session for all 5 days the honors seminar students can choose to go to the gym for what we call "gyminar". They can choose to be active or hang out and socialize.

13. Telephone Usage

- A. It is the purpose and desire of the office to serve patrons, pupils, and teachers courteously.
- B. Permission from the office must be obtained before placing any call.
- C. Classes will not be interrupted for delivery of telephone messages.
- D. The only exception to this is for emergency messages.
- E. Cell Phone Policy
In accordance with the new state-wide policy, cell phones and personal electronic devices are prohibited during instructional time.
 - 1. Devices including phones, smartwatches, personal laptops, tablets, headphones, earbuds and other electronic personal communication devices must be turned off and stored in the designated cell phone locker from the first bell until the end of the school day, unless specifically authorized by a staff member for educational purposes.
 - 2. Use of phones during class, hall transitions, during the lunch period, or in restrooms is not permitted.
 - 3. Phones may be used in the mornings before the first bell and after school is dismissed, unless otherwise restricted.

4. Exceptions will be made for students with documented medical conditions or disabilities requiring access to electronic devices, and in emergency situations.
5. Violations of this policy may result in confiscation of the device and disciplinary action.

First Offense:	Conference with the principal and the student gets it back at the end of the day.
Second Offense:	Parents are called and the student has lunch detention and a parent or guardian must pick up the phone from the office between the hours of 8:00 AM and 4:00 PM Monday through Friday.
Subsequent Offenses:	Conference with parents, detention, in-school suspension, or 1-3 days out-of-school suspension.

14. Recording by District Personnel
 - A. The district may make audio or visual recordings:
 - B. To provide security, maintain order, for professional staff development, or for other purposes related to furthering the educational mission of the district.
 - C. This may include the use of video equipment in school buildings and on district transportation.
 - D. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.
 - E. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Acts (FERPA) and other applicable laws.
15. Personal Music Devices
 - A. Students may use personal music devices before school, during lunch, during seminar, and after school. An individual teacher may also give permission for devices to be used.
16. School Provided Devices
 - A. The school may provide laptops or electronic devices to students for instructional purposes. The technology provided is to be properly maintained and cared for. Any damage needs to be reported as soon as possible to the principal or technology director. There should be nothing downloaded or added to the device without permission from the administration, teacher, or technology director. The school reserves the right to take back the device should it be deemed that the student is not using the device as it is intended by the school district, or maintaining the device properly. Technology that is broken while under student care may require the student to pay for repairs or replacement of the device.

INSTRUCTION

1. District-Sponsored Instruction Options (see Board Policy IGCE)

The Jefferson C-123 School strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to assist students toward graduation and vocational preparation. Staff are particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. In addition, the district may utilize diverse instruction options for homebound students, students under long-term suspension or other students the district determines to be in need of alternative instructional arrangements.

Nontraditional instruction may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before arranging for course credit for nontraditional instruction, staff must verify that such instruction is eligible for state aid and is consistent with the instructional goals of the district.

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in the nontraditional courses. Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.

A. Virtual Instruction (see Board Policy IGCD)

- (a.) The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to-be enrolled in virtual courses, including courses offered through MOCAP, as required by law. A student wishing to enroll in a virtual instruction course must do

so per the Drop/Add specified time frame of the High School Student Handbook.

- (b.) In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

B. Dual Enrollment

- (a.) In addition to offering dual credit courses, the district may enter into an agreement with a Missouri public community college or public or private four-year college or university to offer students post-secondary courses on the post-secondary school's campus at the district's expense. Students will receive both high school and college credit.
- (b.) Post-secondary courses in which students are dually enrolled may be counted as part of the district's curricular offerings only if the district pays the essential costs of tuition, fees and books, and provides transportation at no cost to the students.

C. Academic/Curriculum-Based Service Learning

- (a.) The district may offer academic/curriculum-based service learning that allows students to engage in community service with the opportunity to enrich the learning experience, teach civic responsibility and strengthen communities. The program must have a related instructional component at the high school and be supervised by an appropriately certified staff member. Students will receive credit as part of a core curriculum class or as an elective class. Students will not be paid for service-learning projects.

D. School Flex Program

- (a.) The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to juniors and seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:
 - 1. have a written career/academic plan that meets the Department of Elementary and Secondary Education's criteria for a personal plan of study.
 - 2. attend the district a minimum of two instructional hours per school day.
 - 3. pursue a timely graduation.
 - 4. provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's "career academic plan" developed in conjunction with the district.

5. refrain from being expelled or suspended while participating in the program.
 6. pursue requirements for a diploma.
 7. maintain a 95 percent attendance rate.
- (b.) A student participating in the school flex program will be considered a full-time student of the district and may receive academic credit for his or her off-campus education or employment.
- E. Other Off-Campus Programs
- (a.) The district may offer the following off-campus learning experiences subject to state approval:
1. Academic Programs-The district may offer academic courses that include an off-campus applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.
 2. Career Exploration Programs-The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit and no more than two units of credit may be awarded each year. Students may be paid for the work performed in association with the program.
 3. Cooperative Career Education Programs-The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related vocational and academic instruction. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The students must be considered an employee for the work performed and may receive payment for services provided.
 4. Work Experience for Students with Disabilities-The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program ("COOP") or a Sheltered Workshop Program. Students must be enrolled in and receiving related instruction before receiving credit for the off-campus experience. Students participating in the COOP must be paid for their off-campus work and will receive no more than two elective credits per year or twice the number of credits granted for related instruction, whichever is less.
- F. Alternative Method of Instruction
- (a.) The district may require students to learn at home through alternative methods of instruction due to extenuating circumstances that require the school to close for a period of time.
1. The student learning will likely involve various forms of teaching that could range from delivered hands-on materials to completing assignments via school provided technology devices.
 2. Students will be responsible for completing assigned school work and may be held to the same standards as when instruction takes place in school.

2. Vocational/Technical Education

Vocational School is available to Juniors and Seniors with approval of administration. Although students enrolled in Vo-Tech may earn embedded science and math credits, students are required to take 3 years of science and math at Jefferson for the purpose of meeting graduation requirements. If a

student's Individual Career and Academic Plan (ICAP) indicates a need for the use of embedded credits, eligibility will be evaluated on a case-by-case basis. Decisions will be made collaboratively by the high school principal and school counselor after hearing input from the student's parent(s) or guardian(s).

A. Additional qualifications include:

1. Attend a Vo-Tech tour.
2. Jefferson Vo-Tech Application completed by due date.
 - (a) Include one letter of recommendation.
 - (b) Include summary of why you would like to attend the program you are applying for.
3. Complete the Northwest Technical School application by the due date.
4. Attendance rate of 90% or higher during the semester prior to enrolling in NTS.
 - (a) If application is received with a 90-94% attendance rate, the students will be put on attendance probation and must maintain regular check-in with administration.
5. Maintenance of 90% or higher attendance rate during enrollment at NTS.
 - (a) If a student drops below 90% they will be put on attendance probation and a committee made up of Jefferson administration and teachers will meet to see if the attendance issue is due to unusual, unforeseen, or unavoidable circumstances.
 - (b) The committee will determine if the attendance issue is grounds for removal from the program.
 - (a) See Program Withdrawal and Tuition Reimbursement below.
6. Cumulative GPA of 2.0 prior to enrolling in NTS.
7. Maintenance of 2.0 GPA or higher while enrolled at Northwest Technical School.
 - (a) If a student fails to maintain a minimum 2.0 GPA during the first semester, a committee composed of Jefferson administration and faculty will convene to review the student's academic standing. The committee will consider all relevant factors to determine whether continued participation in the program is appropriate.
8. Students must be on track to graduate; 12 credits must be completed prior to beginning Junior year and 19 credits must be completed prior to beginning of Senior year.
9. Desired program must be aligned to the student's Individual Career Academic Plan (ICAP).

B. Program Withdrawal and Tuition Reimbursement

Enrollment at Northwest Technical School is a valuable opportunity offered to students, with tuition expenses covered by the Jefferson C-123 school district. For the 2025–26 academic year, the tuition is approximately \$2,000.00 per student (\$1,000.00 per semester).

1. If a student is withdrawn from the program—whether due to disciplinary action, failure to maintain a minimum 2.0 GPA, poor attendance, or voluntary departure—the student and their parent(s) or guardian(s) may be responsible for reimbursing the Jefferson C-123 School District for a prorated portion of the tuition.
2. Participation in this program is considered an extension of the Jefferson C-123 School District classroom. As such, students are expected to adhere to all school policies and behavioral expectations. Disciplinary actions, including possible removal from the program, will be determined at the discretion of both the Jefferson C-123 and Northwest Technical School administrations.
3. All students **must ride** the district provided Vo-Tech transportation to and from classes Northwest Technical School. Students may be allowed to provide his/her own transportation on occasion if prior approval by the Jefferson high school principal is granted. Written parent/guardian permission is required, regardless of the age of the student.

3. Graduation Requirements - Effective July 1, 2012

- A. In addition to the graduation requirements, the superintendent of school shall establish rules and regulations governing the granting of achievements credit, independent study credit, credit earned via electronic delivery, and educational credit. A student must meet the following requirements in order to graduate from Jefferson C-123 High School, unless otherwise exempted.
- (a) Complete a minimum of 25 units of credit during grade nine and above in accordance with Item 17, Section 111, Handbook for Classification and Accreditation of Public School Districts in Missouri.
 - (b) pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions.
 - (c) successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of government of the state of Missouri, including local governments, the U.S. government, and the electoral process.
 - (d) have earned credit in the Jefferson C-123 educational program between the ninth and twelfth grades.
 - (e) have taken all required end-of-course (EOC) exams.
 - (f) have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver and other first aid for choking.
- B. The following subjects are requirements established as a part of the minimum 25 units of credit required for graduation.
- (a) English Language Arts (4)
 - i The term "communication skills" as used in Item 17, Section 111, shall be interpreted to mean communication skills in the English Language Arts.
 - ii Each student shall complete a minimum of four units of credit in English Language Arts during grade nine and above.
 - (b) Social Science (3)
 - i. Each student shall complete a minimum of three units of credit in Social Science, including $\frac{1}{2}$ credit of government, during grades nine and above.
 - (c) Science (3), Mathematics (3), Practical Arts (1), Fine Arts (1), and Physical Education (1)
 - i Each student shall complete a minimum of one unit of credit in each: Practical Arts, Fine Arts and Physical Education.
 - ii Each student shall complete a minimum of three units of credit in Science and Mathematics.
 - iii Practical Arts shall be defined to include courses from the fields of study of Home Economics, Industrial Arts, Business Education, Vocational Agriculture and Driver's Education.
 - iv The Fine Arts shall be defined to include courses from the fields of study of Art, Dramatics, Humanities, and Music.
 - v Physical Education (1)
 - ★ A student may be excused from meeting his physical education class upon presentation of a written statement from a physician so advising. Each excuse shall be limited to one school year but may be renewed upon the presentation of another written statement from a physician.
 - (d) Health ($\frac{1}{2}$)
 - i Each student shall complete one-half unit of credit in health education during grade nine and above.
 - (e) Personal Finance ($\frac{1}{2}$)

- i Each student shall complete one-half unit of credit in personal finance during grade ten and above.
- C. To complete the required units of credit, each student shall select from the electives courses available at Jefferson High School no less than seven units except that summer school credit, night school credit, and educational travel credit may be counted as previously provided.
- D. Twenty-five credits are required for an early out for any student wishing to enter a college course of study. An early out will be considered only for students enrolling in college their spring semester of their senior year. In addition to the minimum of 25 units of credit for graduation each student must have achieved minimum standards in the following fields to be considered for a diploma of graduation.
 - (a) A student wishing to graduate early must inform the administration before the start of their senior year. If a student graduates a semester early to enter into college they will not be eligible for any school activities during that semester. The student may be allowed to participate in graduation ceremonies. All credits must be completed before the start of the second semester of their senior year.
- E. The satisfactory passing of proficiency exams concerning American history, American institutions, American civics, and both the United States Constitution and Missouri State Constitution examinations shall be required for receiving a certificate of graduation in accordance of State of Missouri Law 170-011 RSMo. No pupil shall receive a certificate of graduation from any public school or private school or private trade school unless he/she has satisfactorily passed an examination on the provision and principles of the constitution of the United State and of the State of Missouri. State of Missouri 170-011 RSMo.
- F. Exceptions
 - (a) Graduation requirements for a student with a disability receiving special education services pursuant to Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
 - (b) Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE).
 - (c) The district will waive the requirement to pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches, and functions of state government, including local governments, the U.S. government, and the electoral process. Such instruction must have been completed in grades nine through twelve.
 - (d) graduation for foster care students will be modified or waived in accordance with law and Board policy IGBE.
 - (e) Eligible students who successfully complete the Missouri Option Program can be awarded a high school diploma.
- G. Earning Credit
 - (a) The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
 - (b) The Jefferson C-123 School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable

video, or computer-driven or online courses. For the purposes of this policy, an “accredited school” is the Missouri Virtual Instruction Program (MoVip); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by DESE, AdvanED, the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state’s or country’s department of education, AdvanED, ISACS, or the equivalent agencies.

- (c) The district may waive one unit of academic credit in English language arts, math, science, or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course.
- (d) In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science, or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course statewide assessment. Unless otherwise waived by law, students who substitute certain courses with agricultural or career and technical courses are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process.
- (e) Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
- (f) The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system.
- (g) Students may earn credit by other means as approved by the Board and in accordance with law.

4. Diplomas

- A. Students will be awarded a diploma or a certificate of attendance in accordance with law.
- B. A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Jefferson C-123 School District from another state at the beginning of or during his or her senior year who will not meet the district’s graduation requirements by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Jefferson C-123 School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, Jefferson C-123 School District will use best efforts to allow the student to graduate by the end of the senior year.
- C. Foster care students will be awarded a diploma in accordance with law and Board Policy IGBE.
- D. Students who complete the district’s graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.
- E. In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of

Education. The district will assist students by helping them develop a personal plan of study that includes a focus on CTE courses such as agriculture, health sciences or business. The schools would monitor the plan of study to ensure student success. Students entering high school may earn a CTE certificate by meeting the following criteria:

- (a) meet all graduation requirements
- (b) qualify as a CTE concentrator
- (c) maintain a 3.0 grade-point average (on a 4.0 scale) in the CTE area of concentration
- (d) Pass an approved Technical Skills Assessment and/or earn an approved Industry Recognized Credential or Certificate
- (e) complete at least 50 hours of work-based learning aligned with the CTE area of concentration
- (f) maintain at least a 95 percent attendance record overall for grades 9-12
- (g) demonstrate soft skills/business skills
- (h) achieve a score at or above the state standard on any DESE-approved measure of college and career readiness.

5. Grades

Mid-quarter reports may be sent home, especially if a child is not making satisfactory progress. Parent-teacher conferences are held at the mid-way point of the first and third quarters. Report cards will be given at conference times and sent home with the student at other times. Other conferences will be held whenever the parent and/or teacher feel that a conference is necessary to discuss student progress.

6. Graduating with Honors

Students will be recognized at graduation with honors if met. The following are the three levels of recognition.

- 1. Summa Cum Laude - Highest Honors - weighted GPA 4.300 or above
- 2. Magna Cum Laude - High Honors - weighted GPA of 4.100 up to but not including 4.3000

7. Testing Program

Jefferson C-123 uses two types of assessment for students: MAP (Missouri Assessment Program, a state test) and End-of-Course Assessments.

- A. State Assessments are administered in the following grades and subject areas: 7th Grade - Communication Arts Math, 8th Grade - Math, Communication Arts and Science. End-of-Course tests are administered for students in Algebra I, Biology, Government, and English II. Students who are not enrolled in these courses will take the End-of-Course test when deemed appropriate in their course of studies. In addition, voluntary End-of-Course tests may be administered in English I, Algebra II, Geometry, and American History. Other End-of-Course tests may be appropriate depending on class offerings and changes to the state's testing program. All Juniors will take the ACT test on the state testing date.
- B. Results are received by the district soon after the new school year begins and distributed to parents at the time of the first parent-teacher conferences. Parents may request to receive the results earlier.

8. Honor Roll

- A. Must maintain a grade average of an A- (3.7) for the High Honor Roll with no grade below a C.
- B. Must maintain a grade average of an B+ (3.3) for the Regular Honor Roll with no grade below a C.

- C. Students are graded on a 4-point scale
- (a) college preparatory classes are based on a weighted scale. The weighted grade point average is used to determine class rank
 - (b) grading scale:

A	3.7 or higher	A-	3.3 to 3.6
B+	3.0 to 3.2	B	2.7 to 2.9
B-	2.3 to 2.6	C+	2.0 to 2.2
C	1.7 to 1.9	C-	1.3 to 1.6
D+	1.0 to 1.2	D	0.7 to 0.9
D-	0.3 to .06	F	0.0
 - (c) percentage grading scales to determine grades are set by the classroom teachers.
9. Cheating
- A. Any student caught cheating or helping/allowing someone else to cheat will be penalized in the following manner:
 - (a) First time caught - a 0 grade will be given on the item in question.
 - (b) Second or more times caught - The student will then become ineligible for a period of four weeks and must be deemed to be making satisfactory progress by the administration and teaching staff. Semester grades will be figured by points earned over the semester. The assignment cheated on will assigned a zero for points earned.
10. Making-Up Work - Upon returning to school after a period of absence, students are expected to make up work missed.
- A. Excused Absences
 - (a). Students will have 1 attending school day for every day missing from school to make up work.
 1. Example: If a person is ill for two days, they would have until class starts on the third day back at school to turn in work missed with no penalty.
 - (b). An assignment not completed by the allotted time will be considered late and the student will therefore receive 70% credit of the assigned score.
 - B. Unexcused Absences
 - (a) Students will be given 50% credit for work made up during the period of absence.
 - (b) Assignments that were to be turned in the day of the unexcused absence will therefore be considered late and the student will receive 50% credit of the graded score.
11. Late Work (papers, tests, assignments, etc.)
- A. Limit of one late paper per semester. An assignment not turned in counts as a late assignment.
 - B. Full credit will be given for a late assignment the first offense.
 - C. Second offense: the assignment must be completed, but the student will only receive 70% credit of the assigned score.
 - D. The student will be assigned to regular seminar upon having a late assignment. If the assignment is not turned in the next morning by the first bell, the student will be assigned to before/after school intervention study hall starting at 7:15 am (before) or until 4:15 pm (after) provided parents can be notified. This will be set up for the next school day. No zeros will be accepted.
 - E. If the student can turn in the work prior to the first bell on the day of the scheduled intervention, the intervention is not needed and the parents will be contacted to cancel.
 - F. At the end of a quarter the student has two days to turn in a late assignment or a zero will be earned.

- G. Exceptions may be made if arrangements are made by the student, in advance, due to special circumstances.
12. Drop/Add
- A. A student has five school days following the first day of school to drop a class.
 - B. After five school days have elapsed, the student must remain in the class until the end
 - C. Classes may be added during the first five days of school with the approval of the classroom teacher for the course being added.
 - D. After five school days have elapsed, a class may not be added until the next semester, with the approval of the course instructor.
 - E. 2nd semester classes must be dropped/added prior to the first day of the semester.
 - F. Any exceptions to the policy would require a recommendation by the teacher for the student to drop the course, and approval by the Principal or Counselor.
13. Transferring-In Seniors
- A. Any senior (those with six prior semesters of high school attendance) who transfers into the Jefferson C-123 School District after the start of the first semester of their senior year will have to meet the graduation requirements of the school from which they are transferring, or take classes in escrow, transferring the course work completed at Jefferson C-123 back to the previous school to meet that school's graduation requirements.
 - B. A transferring senior may not be eligible to graduate from Jefferson C-123 because of the lack of credits successfully completed.
 - C. If this happens, the senior may speak with the Superintendent of Schools and explain any mitigating circumstances surrounding this credit deficiency.
 - D. The Superintendent of Schools will make a decision about their graduation.
 - E. If the transferring senior wishes, he/she may appeal this decision to the Board of Education in writing, requesting to be put on the 'board' agenda, two weeks prior to the meeting.
 - F. At the next regular Board of Education meeting the Superintendent and Board of Education will confer and a decision made as to whether this individual may graduate under Jefferson C-123's graduation requirements" versus the "transferring schools requirements".
 - G. The Board of Education's decision will be final.
14. Withdrawals
- A. A student withdrawing from school should have a conference with the counselor.
 - B. If it then becomes necessary for the student to withdraw from school, the student should
 - (a) Notify the principal
 - (b) Turn in all school books
 - (c) Settle up accounts
 - C. Accounts must be settled before credits will be forwarded to another school.
15. Internet/Technology
- A. Currently, there is no fee for this service to students or staff members
Damages to school devices:
All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign a criminal complaint regarding damage to district technology.
 - B. Prior to accessing the Internet all users must have:
 - (a) Read the Jefferson Internet Connection (JIC) Terms and Conditions
 - (b) Signed the Student Contract Agreement Application Internet Use Form
 - (c) Once signed this contract is good until the student graduates

- C. Acceptable Use
 - (a) Use of this access must be in support of education and research and consistent with the educational objectives of the Jefferson School District
 - (b) Permission must be obtained from a supervising teacher before accessing the Internet
 - (c) Search topics must be approved by the supervising teacher
 - (d) Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
 - 1. copyrighted material
 - 2. threatening or obscene material
 - 3. material protected by trade secret
 - 4. commercial activities for-profit institutions
 - 5. product advertisement or political lobbying
 - 6. violations to these provisions will result in termination of connection privileges and future access may be denied.
- D. Netiquette
 - (a) Accepted rules of network etiquette are to be followed. These include, but are not limited to the following:
 - 1. Be polite. Do not write or send abusive messages to others.
 - 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - 3. Do not reveal your personal address, password or telephone numbers.
 - 4. Do not reveal personal information on other students or colleagues.
- E. Responsibility
 - (a) Use of information obtained via Internet is at your own risk.
 - (b) Jefferson is not responsible for:
 - 1. the accuracy or quality of information obtained
 - 2. damages suffered, including loss of data resulting from:
 - i. delays
 - ii. non-deliveries
 - iii. mis-deliveries
 - iv. service interruptions
- F. Security
 - (a) Security is a high priority.
 - (b) Notify system administrator immediately of suspected security problems.
 - (c) Do not demonstrate the problem to other users.
 - (d) Users identified as security risks may be denied access to the network
- G. Vandalism - Any malicious attempt to harm or destroy the data of another user, JIC, or any of the agencies or networks that are connected to JIC or the United Services Internet connection. This includes, but is not limited to:
 - (a) Uploading/creating of computer viruses
 - (b) Damage to equipment through careless use.
- H. User Information
 - (a) A new contract may occasionally be required to continue Internet privileges.
 - (b) User must notify JIC of any changes to account information.

- I. Exceptions of Terms and Conditions
 - (a) All terms and conditions as stated in this document are applicable to the Jefferson Internet Connection (JIC).
 - (b) These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.
- J. Personal E-Mail
 - (a) Offered to all students.
 - (b) Student accounts must be registered with the school in order to be used at the school.
 - (c) Chat rooms are forbidden.
 - (d) Restricted to the direct supervision of a teacher.
 - (e) Student must find a teacher to supervise them.
 - (f) The supervising teacher has the right to read the students' personal email.
 - (g) Messages received that contain inappropriate language
 - 1. should be closed and read away from school or deleted
 - 2. notify sender about acceptable contents
 - (h) Allowed times of use are:
 - 1. before school
 - 2. during noon hour
 - 3. after school
 - 4. in class use or permission by a teacher.
 - (i) Misuse will result in loss of privileges.

16. Library

- A. The library will be used as a quiet place to study and for scheduled classes or impromptu instructional purposes.
 - 1. Be respectful of others using the library for these purposes. Please use a quiet voice if asking a question.
 - 2. Students are responsible for replacing library materials viewed during their time in the library in the correct places.
 - 3. Students are responsible for handling the materials in such a way so as not to damage materials.
 - 4. Students are responsible for checking out books they wish to borrow by using the kiosk. If it is not working properly, students are directed to use the white notebook on the circulation desk. (Grades PK-1 will be assisted by an adult during check-out.)
 - 5. Students are responsible to pay for lost or damaged books. The amount will be determined based on the current price of the book. If the book is no longer available, a suitable replacement will be chosen, and the price of that book will be paid for by the student.
- B. Overdue policy
 - 1. Books are checked out through Lumen for a two-week period. Students are expected to complete their book and return it within this time frame. An extension may be requested.
 - 2. Students will be notified of overdue books, or a list will be posted.
- C. Materials Not Checked Out
 - 1. A student found in the possession of books and materials that have not been checked out from the library will complete library service during their free time as scheduled with the librarian.

ATTENDANCE

Regular attendance is extremely important. Each student is expected to attend each day of school except when illness, injury, or some other condition beyond control prevents doing so. Please contact the school by 8:00 AM when your child is absent. If you know ahead of time your child will be absent, please contact the school AND your child should communicate with his/her teachers so preparations can be made for homework.

The district will contact the Children's Division (CD) of the Department of Social Services or the local Juvenile Officer will be informed in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

1. Absences - partial period attendance will be determined by the amount of time left in the period. Student will be considered absent for a whole period if their absence exceeds more than half of the period time. They will not be considered absent from that period if their absence is less than half of the period time.

- A. Excused

- (a) Personal illness
 - (b) Illness in immediate family
 - (c) Death in immediate family
 - (d) Dental or medical appointments
 - (e) Work at home
 - (f) An activity that has educational value and is pre-arranged with the principal and teachers.
 1. work must be made up prior to the absence.
 2. The administration may grant excused absences in circumstances which are not otherwise covered in this policy
 - (g) College Visits

- B. Unexcused

- (a) Excessive absences because of work at home
 - (b) Shopping
 - (c) Local Hunting/Fishing
 - (d) Working for party other than parents/guardians
 - (e) Deliberate absence or truancy
 - (f) Leaving the building without permission
 1. automatically withdraws him/herself from school
 - (g) Other absences deemed unacceptable by the administration
 - (h) Any one or a combination of the following punishments will be enforced
 1. detention
 2. suspension
 3. expulsion
 4. Make up double the time missed

2. Admit Slips

- A. Must be obtained from the office.
 - B. Should be requested prior to the absence if the absence is known about in advance

3. Absence Verification

- A. Student's reasons for being absent will be accepted.
 - B. The school will spot-check absent students by telephone.
 - C. If falsified absence information is found, written or oral excuses from parents/guardians will be required from that time on.

4. Students will not be allowed to participate in any extra-curricular activities on the date of their absence without prior approval of the principal to be absent. (A student must be in school for ½ of a day in order to be eligible to participate in any extra-curricular activities on that date, unless prior approval has been obtained.)
5. Students affected with any quarantinable disease or comes from a household where such disease exists or is in any way liable to communicate the disease, shall be excluded from the public schools according to the rules and regulations of the local and state board of health.
 - A. Re-enter to school will be allowed upon written certificate from the health office of the attending physician stating that the pupil is free from infection or contagion.
6. Excessive Absences (10 or more) Absences are by class period.
 - A. After 10 absences a doctor's note is required or the parent must consult with the administration for any and all absences exceeding 10. If it is determined the absences have become excessive the student will make up ½ the time missed before or after school. The local Juvenile Officer may be informed when deemed necessary.
 - B. A review board composed of teachers may be convened to determine whether an exception to the rule should be made.
 - C. Reviewing board's decision shall be submitted in writing.
 - D. All teachers shall comply with the decision.
 - E. After 10 absences work made up will be for 50% credit.
7. Truancy
 - A. Habitual absences without valid reason.
 - B. Absences without knowledge or consent of parent/guardian
 - C. Leaving school during any session without the consent of the principal.
 - (a) Truants must be accompanied by a parent/guardian who shall make personal application to the principal and superintendent for re-admission of the truant.
 - (b) For a second offense, the pupil must be accompanied by a parent/guardian and make application to the Board of Education at a regular or special session.
8. Tardies
 - A. Students are tardy if not in the classroom by the scheduled start time.
 - B. Habitual tardiness will result in detention or suspension.
 - C. A student is considered tardy if they arrive late but less than 5 minutes after the scheduled start of class. If a student arrives 5 or more minutes late, it will be recorded as an absence.

ACTIVITIES

1. General Rules and Procedures
 - A. School activities will be governed by the student council and the rules of procedure.
 - B. There will be no class parties sponsored by the school.
 - C. No student is to be re-admitted to the building once he/she has left any school activity without prior approval.
 - D. There will be no class dues.
 - E. School sponsored senior trips will be within the state of Missouri or within a 200-mile radius of Jefferson High School.
 - F. No money used for senior trip will come from class dues.
 - G. Any student receiving an "F" in the same class for two consecutive weeks will not be eligible for free time before school the week after receiving the second "F".
 1. The grade check will be from Monday to Monday
 2. The class grade will not be affected if a student cannot participate in the extra-curricular activity due to this grade eligibility requirement.

- H. Seniors whose attendance rate for the school year is under 90% may not be allowed to attend Senior Trip. A Review Board of teachers will convene to determine the eligibility of the student to attend Senior Trip if he/she does not meet the attendance mark.
2. Physical Education Courses
- A. Physical examination is optional.
 - (a) Parents may assume responsibility
 - (b) Student may be examined by a doctor
 - B. Participation
 - (a) Students are required to participate in class activities.
 - 1. exceptions will be made for students with a physician's report on file starting the reason(s) for exemption from activities
 - (b) Students are to dress in required P.E. uniform during class time
 - 1. may be exempt with doctor's excuse
3. Extracurricular
- The first and most important requirement of competing in interscholastic activities (sports, band, cheerleading, etc...) is that the individual be a good citizen.
- A. Eligibility Requirements - Missouri State High School Activities Association - For details concerning eligibility, see MSHSAA Official Handbook.
- (a) Must be a creditable high school citizen
 - (b) Cannot be 19 years old before July 1 preceding the opening of school
 - (c) Cannot have graduated from a four-year high school
 - (d) Shall not participate in more than four seasons while in grades 9-12 in any interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his/her
 - (e) Shall not participate for more than four seasons while in grades 9-11 in any interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his/her 9th grade year or the first interscholastic contest in which the student participates, whichever comes first.
 - (f) Must have entered school within the first 11 days of the semester.
 - (g) Students in Grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit, and must have earned a minimum of 3.0 units of credit proceeding semester of attendance.
 - (h) Students in Grades 7 and 8 must be currently enrolled in and regularly attending the normal courses for those grades.
 - (i) Beginning 9th grade students must pass 80% of their classes.
 - (j) Must be making satisfactory progress towards graduation as determined by local school policies.
 - (k) Cannot have participated in interscholastic activities under a false name.
 - (l) Cannot commit an unsportsmanlike act while attending or participating in high school activity.
 - (m) Must meet all requirements set forth by MSHSAA.
- B. Eligibility Requirements – District
- Students will gain initial junior high eligibility upon their promotion to the 7th grade Each subsequent semester they must pass at least 80% of their classes in order to maintain their eligibility with MSHSAA. A student who is promoted to ninth grade gains initial high school eligibility. Each subsequent semester they must pass at least 80% of their classes in order to maintain their eligibility with MSHSAA.
- (a) Any student receiving an "F" in the same class for two consecutive weeks will not be able

to participate in any extracurricular activity or have any free time before school the week after receiving the second "F". Once a student becomes ineligible, and then regains their eligibility the following procedure will be used. The student will no longer have a two week grace period. If they are turned in as receiving an "F" in any class they will become immediately ineligible. The two-week grace period will start anew each semester.

1. The grade check will be from Monday to Monday.
 2. Affects activities other than regular school day classes including
 - i. Field trips - to be determined by sponsor and principal
 - ii. Assemblies
 - iii. School dances
 - iv. Pep rallies
 3. Any questions on this policy should be taken to the administration with due process procedures to be followed.
- (b) Any student receiving an "F" for a quarter will automatically be ineligible until their overall semester grade becomes passing. If a student fails the semester they are ineligible for a period of 4 weeks after which they must be determined to be making satisfactory progress.

4. Homeschooled Student Eligibility

In accordance with Missouri Senate Bill 68, homeschooled students are eligible to participate in MSHSAA-sanctioned interscholastic activities offered by the district provided they meet the following criteria:

- A. The student resides within the district boundaries.
- B. The student is enrolled in the district solely for the purpose of participating in the activity.
- C. The student meets all other eligibility requirements set forth by MSHSAA and the district, including academic standards as verified by the parent or legal guardian.
- D. The parent provides documentation upon request to verify academic progress, hours of instruction, and attendance as required by MSHSAA and local district policy.
- E. Participation is subject to the same behavioral and citizenship expectations as regularly enrolled students.
- F. The student must complete all required physicals, consent forms, and district participation agreements.

5. Field Trips

Occasionally, classes may take a field trip. An advance letter explaining the trip and including a permission slip will be sent home. Parents must sign the slip to give the student permission to attend.

6. Interscholastic Sports

- A. Student must meet all eligibility requirements
- B. Student must have a doctor's examination.
- C. Student must have written statement from parents permitting participation.

MEDICATIONS

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. The district will provide administration of medication for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication, and physician orders.

Note: Prescribers should be encouraged to write prescriptions for medications to be given outside of school hours whenever possible.

1. Handling, Storage and Disposal of Medications

- A. Parent/guardian or other responsible adult shall deliver all medications to be administered at

- school to the school nurse or other responsible person designated by the school nurse.
- (a) Must be in a pharmacy or manufacturer labeled container.
- B. School district shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.
 - (a) Limited access
 - 1. Persons authorized to administer medications
 - 2. Self-medicating students
 - i. own medication only
 - (b) Schedule II controlled substances (e.g. Ritalin)
 - 1. Inventoried and documented
 - i. by school nurse or an individual trained and supervised by the nurse
 - ii. upon receipt
 - iii. at least weekly
 - 2. Discrepancies
 - i. reported to the school nurse
 - ii. appropriately documented
- C. Parents/guardians may retrieve the medication from the school at any time.
- D. Expiration dates on stock medication must be checked on a regular basis.
- E. Unused, discontinued or outdated student medications shall be returned or destroyed.
 - (a) Returned
 - 1. To a parent/guardian
 - 2. Appropriately documented
 - (b) Destroyed
 - 1. With parental consent
 - 2. By the school nurse
 - 3. Witnessed by another individual
 - 4. Appropriately documented
- F. All medications shall be returned/destroyed at the end of the school year.
- 2. Prescription Medication
 - A. Must have written request by student's authorized prescriber or prescription label stating;
 - (a) Name of the student
 - (b) Name of drug
 - (c) Dosage
 - (d) Frequency of administration
 - (e) Route of administration
 - (f) Prescriber's name.
 - (g) Any adverse effects
 - (h) Any applicable emergency instructions.
 - B. Parent/guardian shall provide a written request.
 - (a) The district will not administer the first dose of any medication.
 - C. Parent/guardian shall supply the medication in a properly labeled container from the pharmacy.
 - (a) Container shall hold only those doses to be given at school.
 - (b) Instructions for any special need for storage, e.g., refrigeration. must be noted.
 - (c) Medication should not exceed a thirty-day supply.
 - D. Documentation records of medication administered should include;
 - (a) Student's name
 - (b) Name of drug
 - (c) Dosage amount
 - (d) Date administered
 - (e) Time administered

- (f) Name or initials of persons administering the medication
 - 1. Space provided for full signature of individuals administering the medication.
- (g) Individual medication records may be kept in a medication notebook and then filed in the student's health record
 - 1. When completed,
 - 2. At the end of the school year,
 - 3. or when the student transfers or withdraws from the school.
- (h) All documentation should be completed in ink.

3. Over-the-Counter Medications

A. Written Standing Orders/Written Protocol

- (a) A written standing order or written protocol for the administering of over-the-counter medications (i.e. acetaminophen, cough/cold medications, topical ointments, etc.), may be secured from an authorized Prescriber for individual students or for a group of student patients.
- (b) Use of a written standing order or written protocol applies only to registered nurses and licensed practical nurses who will assess the student's need for the medication.
- (c) Administration of over-the-counter medications may be delegated to a qualified person following the nurse's assessment that the medication as an intervention is appropriate and indicated in each instance.
- (d) The written protocol or standing orders should describe a specific sequence of orders, steps, or procedures to be followed in providing care to the child in specified situations.
- (e) The written order for medication must include:
 - 1. Name of the drug
 - 2. Time interval
 - 3. Dosage route
 - 4. Specific indications for administration of the medication
 - 5. Any possible adverse reactions
- (f) Any written protocol/written standing orders will be reviewed and renewed annually by the authorized prescriber.
- (g) Written permission must be obtained from a parent/guardian to administer medications which have been prescribed.
 - 1. Must be renewed at least annually.
- (h) Parent/guardian will be notified, in advance when possible, when over-the-counter medications are administered.
- (i) A record, documented in ink, will include;
 - 1. Student's name,
 - 2. Date of administration
 - 3. Time of administration
 - 4. Name of medication
 - 5. Reason for administration
 - 6. Dosage administered
 - 7. Effect of medication
 - 8. Signature/initial of the individual who administered the medication

4. Emergency Medication

- A. Emergency medications require orders from an authorized Prescribers prior to their administration.
 - (a) "In Case of An Emergency" orders will be obtained at the beginning of the school year.
 - (b) Emergency medication and orders shall be kept in a secure location, easily accessible to qualified designated personnel.
 - (c) For information regarding orders obtained as a written standing order of written protocol, see above.

- B. All student-occupied buildings in this district are equipped with pre-filled epinephrine auto syringes and ~~asthma-related rescue medications~~. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.
 - (a) Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.
 - (b) The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.
5. Self-Administration of Medication
(Student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction.)
- A. The student, school nurse and parent/guardian agree to the conditions under which the medication is to be self-administered.
 - B. The authorized prescriber's request and parent request are on file.
 - C. The student's health status and abilities have been evaluated by the nurse or nurse's designee and deemed that self-administration is safe and appropriate.
 - D. The school nurse must be reasonably assured that student is
 - (a) Able to identify the appropriate medication
 - (b) Knows the reason for administration
 - (c) Knows the frequency and time of day for which the medication is ordered.
 - (d) Able to follow a procedure for documentation of self-administration of medication.
 - E. The school nurse shall observe the initial self-administration of the medication.
 - F. The school nurse shall establish a policy for storage of the medication in a safe location, accessibility for the student when needed
 - (a) Students may be allowed to carry the medication with parent/guardian and school nurse consent.
 - (b) A back-up supply shall be kept in the health room drug storage, or a second readily available location.
 - G. The school nurse shall monitor the student's manner of taking medication. This may include;
 - (a) Observing the student take the medication
 - (b) Reminding the student to take the medication
 - (c) Communicating with the authorized prescribers regarding any side effects
 - (d) Notifying the parent/guardian of any problems
 - 1. Student's refusal/failure to take the medication
6. Illness/Injury at School
- A. Minor illness/injury
 - (a) Student shall obtain permission of classroom teacher to go to nurses' office
 - (b) Nurse/nurse designee shall examine and decide to:
 - 1. Administer medical care and send back to class
 - i. Parental consent for treatment must be on file
 - 2. Send home
 - i. notify parent/guardian
 - ★ student will not be sent home without parental consent
 - ii. notify principal's office
 - ★ obtain admit slip

- B. Serious illness/injury
 - (a) Student shall be taken to a physician
 - 1. Emergency consent form must be on file
 - (b) Parent/guardian notified at earliest opportunity
7. Role of the School Nurse in Medication Administration
- A. The administration of medications, including over-the-counter medications, are nursing activities which must be performed by a registered professional nurse, a licensed practical nurse, or an unlicensed nurse designee.
 - B. Registered professional nurse's responsibilities
 - (a) Document the training, education, competency, verification, and supervision of licensed practical nurses and unlicensed personnel
 - (b) Provide information regarding product identification, safe dosage limits, side effects, interaction effects, adverse reactions, emergency procedures, and other pertinent drug information as indicated
 - (c) Periodically monitor procedures
 - (d) Ensure medications
 - 1. originate from an order from an authorized prescriber
 - 2. are appropriate
 - 3. are labeled
 - 4. are administered as prescribed
 - 5. properly documented
 - (e) Provide for safe, appropriate storage of medication
 - (f) Monitor the use of over-the-counter medications
 - (g) Discourage the use of medication that might
 - 1. mask health problems
 - 2. send the wrong message to students regarding drug use
 - (h) Communicate with parent/guardian and/or authorized Prescribers
 - 1. effect of the medication on the student's performance/behavior
 - 2. frequent requests for "as needed" medication
 - (i) Administer certain immunizations
 - 1. under the direction of the consulting school physician
 - 2. in cooperation with the local public health unit
 - (j) Establish a written procedure for dealing with questionable medication orders from a prescriber, including manner in which medication administration is dealt with when administration pursuant to the prescriber's order is refused when it is believed that the safety of the child is at risk.

IMMUNIZATION REQUIREMENTS

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

Immunizations are required by Missouri State Law. The following are required for school attendance:

For more information about required immunizations, please contact the school nurse or the Nodaway County Health Department or find it on the web by typing "Missouri School Immunizations" into the search engine. All immunizations must be up-to-date or in progress before students are permitted to attend classes. Religious and medical exemptions are allowed. Parents are to submit documentation. Exemption forms are available from the school office.

BUILDING/GROUNDS

The school building/grounds belong to you, your parents, your neighbors, and your friends. They are public property and are here for your use. We will do our best to keep them clean and in good repair. Jefferson is a small school with limited funds, thus, money spent on carelessness, damage, or loss, is taking away from the main purpose of the school, the best education possible.

Students will be held responsible for the proper care of books, supplies, and equipment furnished by the school. Students who deface, damage or lose school property shall be expected to pay for the damage or loss in accordance with Missouri School Law, 1956 Pub. No. 10, P. 163, Section No. 166,040.

Injuring School Property Penalty: "Every person who shall willfully injure or destroy any building used as a school house or for other educational purposes, or any furniture, fixtures, or apparatus there to belonging, or who shall deface, mar, or disfigure any such building, furniture, will be fined in a sum doubled the amount of damage done to any such building, furniture, or apparatus, and shall be fined in a sum not less than ten nor more than fifty dollars for each offense for writing, painting, cutting such words, figures, likeness or advice, to be removed by civil proceedings in any court to competent jurisdiction in the name and to the use of the school district to which the property may belong, and the punishment provided in this section to be in addition to and in lieu of the punishment provided by the statute regulation crimes and punishments for such offenses."

DISCIPLINE STATEMENT

The written discipline policy includes standards that are important for the maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school during school-sponsored activities, or during intermission or recess periods.

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

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

satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

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

A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

ALCOHOL/DRUGS

The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

The school administration or teachers shall have the right to conduct searches, which are reasonable on scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. (See page 42.) Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. Students may also be referred for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in all grades from early childhood level through grade 12.

Such programs shall

- (a) address the legal, social and health consequences of drug and alcohol use, and
- (a) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses or at school activities.

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

- (a.) A firearm as defined in 18 U.S.C. 921.
- (b.) Any device defined in § 571.010, RSMo, including a blackjack, firearm, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
- (c.) Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in § 571.010, RSMo on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded. A report will be submitted annually to the state Department of Elementary and Secondary Education indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, 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, 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. 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 C-123 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 superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools 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 enrolled 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 the student's residence.

Students who violate the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

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; unauthorized use of AI (artificial intelligence) 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:	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:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF – Addendum A) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their 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:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
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 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.

Disrespectful or Disruptive Conduct or Speech (see Board policies AC and ACA 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 rude, vulgar, defiant, 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:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	Possible referral to the local juvenile office, 1-180 days out-of-school suspension or expulsion.

2. Possession of drug paraphernalia or possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, marijuana, narcotic substance, unauthorized inhalants, counterfeit drugs, or imitation controlled substances including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	Possible referral to the local juvenile office, 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, marijuana, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

4. Reasonable Suspicion Drug and Alcohol Testing
In accordance with law, district administrators may, at their discretion, utilize drug and alcohol testing to assist with student discipline when there is reasonable suspicion that a student has consumed drugs or alcohol and is on district property or at a district activity.
 - (a) A drug or alcohol test is not necessary to discipline a student when there is evidence that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy.
 - (b) The Jefferson C-123 school district has chosen to take the approach that administration will take disciplinary action on anyone who, based on evidence, is likely under the influence. With parental permission, students are able to prove that they are not under the influence through the option of taking a drug test.
 - (c) Students who test positive will be disciplined and excluded from extracurricular activities in accordance with the district's discipline policy and may also be excluded from the district's A+ scholarship program.

***Marijuana Disciplinary action will still be taken even if a student has a valid, Missouri-issued medical marijuana card.**

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 Assault") – 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 policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

2. Unwelcome physical contact 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.

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.

3. Student is found “responsible” for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense:	10-180 days out-of-school suspension or expulsion
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Hazing (see Board policy JFCG – Addendum A) – 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:	In-school suspension or 1-180 days out-of-school suspension.
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 – Consensual 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 1-10 days out-of-school suspension.

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

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

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

1. Attempting, regardless of success, to: gain unauthorized access to a 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; 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.

2. 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:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 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, 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.

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~~ (vaping products) other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may ~~only~~ be possessed only 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, Possible referral to the local juvenile office, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, 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 only 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, Possible referral to the local juvenile office, or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – 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:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

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

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

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.

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

Adopted: February 17, 2005

Revised: October 19, 2016

MSIP Refs: I-8

Jefferson C-123 School District, Conception Jct., Missouri

GRIEVANCE PROCEDURES

Students who believe their complaints have not been satisfactorily resolved may utilize the District's grievance procedure (Board Policy JFH), as mandated by law.

Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

DISRUPTIVE/NON-COMPLIANT BEHAVIOR

If a student is being disruptive or non-complaint, the Jefferson C-123 Board of Education recommends the following procedure:

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- a. The teacher should try to isolate the child in his/her room or place of disruption.

- b. If student will not cooperate and there is not another teacher in the immediate area to assist, the teacher shall send a responsible student to get a building principal or superintendent for assistance.
- c. The teacher is not to physically handle a child unless needed and done in an appropriate manner with the presents and assistance of another teacher or administrator-- unless there is immediate danger to themselves, the student, or other students.

CORPORAL PUNISHMENT

As stated in board policy JGA, no person employed by the Jefferson C-123 School District shall administer corporal punishment or cause corporal punishment to be administered on a student attending district schools.

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

DETENTION AND/OR IN-SCHOOL SUSPENSION

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee. A student assigned to in-school suspension will be required to complete assigned class work. 70% credit will be given for the work.

STUDENT SUSPENSION AND EXPULSION

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulation, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

1. Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

- A. Before suspending a student, a principal or superintendent must
 - (a) tell the student, either orally or in writing, what misconduct he/she is accused or;
 - (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension;
 - (c) and give the student an opportunity to present his or her version of the incident.
- B. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled.

- (a) If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply. (See page 44.)
 - C. The principal or superintendent should determine
 - (a) whether the student should be suspended or
 - (b) whether less drastic alternative measures would be appropriate.
 - 1. the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
 - D. If suspension is imposed, the student's parents/guardians must be promptly notified of the suspension and the reasons for the action.
 - E. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either in part or in full, at any time.
 - F. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - (a) The student, parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - (b) If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgement, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - (c) All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - (d) The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of
 - 1. the facts relating to the suspension
 - 2. the action taken by the superintendent and
 - 3. the reasons for the action
 - (e) Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - (f) Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings. (See page 39.)
 - G. Any student assigned to out-of-school suspension will be required to complete assigned class work. 50% credit will be given for work.
2. Suspensions For More Than 180 Days and Expulsions
- A. Only the Board may expel or suspend a student for more than 180 days. The applicable procedures are outlined below.
 - B. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must
 - (a) tell the student, either orally or in writing, what misconduct he/she is accused of;
 - (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and
 - (c) give the student an opportunity to present his or her version of the incident.
 - C. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled.

- (a) If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply. (See page 43.)
 - D. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
 - E. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
 - F. If the student is expelled, he/she may later apply to the Board for readmission.
 - G. Suspended students will be required to complete assigned class work. 70 % Credit will be given for the work.
 - H. Only the Board can readmit an expelled student.
3. Saturday Suspension
- Saturday suspension is another option that the administration can utilize if the need and situation arise. The appropriate administrator will use his/her discretion and judgement on each of these situations.
- A. Saturday Suspension can only be in place of in-school suspensions. If discipline policy calls for out-of-school suspension, then that's what the student would get.
 - (a) If discipline policy calls for 1 day in-school suspension, then the student will be given that as punishment for the offense.
 - (b) If discipline policy calls for two (2) days in-school suspension, the student would receive one (1) Saturday suspension.
 - (c) If discipline policy calls for 3, 4, or 5 days in-school suspension, the student would receive 2 Saturday suspensions.
 - (d) If our current discipline policy calls for 6 to 10 days in-school suspension, the student would receive 3 Saturday suspensions.
 - B. Work not completed satisfactory will result in another Saturday or in-school suspension.
4. Student Discipline Hearings
- A. For suspensions in excess of ten (10) school days, the Board of Education may originate student discipline hearings;
 - (a) upon recommendation of the superintendent
 - (b) upon written request of the student or the student's parents/guardians
 - (c) the Board will review the reports and determine whether to conduct a discipline hearing.
 - B. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.
 - C. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:
 - (a) The student and parents/guardians will be advised of;
 - 1. the charges against the student;
 - 2. their right to a Board hearing;
 - 3. the date, time and place of the hearing;
 - 4. their right to counsel; and
 - 5. their procedural rights to;
 - i. call witnesses,
 - ii. enter exhibits
 - iii. cross-examine adverse witnesses
 - (b) All such notifications will be;
 - 1. made by certified mail,

2. addressed to the student's parents/guardian.
 - (c) The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
 - (d) Prior to the Board hearing, the student and parents/guardians will be;
 1. advised of the identity of the witnesses to be called by the administration and the nature of their testimony,
 2. provided with copies of the documents to be introduced at the hearing by the administration
 - (e) The hearing will be closed unless the Board decides otherwise with parental consent.
 - (f) At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges.
 - (g) The student, his/her parents/guardians or their counsel, shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
 - (h) A licensed court reporter may record the hearing and prepare a written transcript.
 - (i) At the conclusion of the hearing, the Board of Education shall;
 1. deliberate in executive session
 2. shall render a decision
 - i. to dismiss the charges;
 - ii. suspend the student for a specified period of time;
 - iii. expel the student from schools
 - (j) The administration or its counsel, by direction of the Board of Education, shall
 1. promptly prepare and transmit to the parents/guardians written notice of the decision
 2. include Findings of Fact and Conclusions of Law
5. Remedial Conference
- A. Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to;
 - (a) review the student's conduct that resulted in the suspension or expulsion;
 - (b) review any remedial actions needed to prevent future occurrences of such conduct or related conduct
 - B. The conference shall include;
 - (a) appropriate school officials,
 - (b) any teacher directly involved with the conduct that resulted in the suspension or expulsion,
 - (c) the student,
 - (d) parent/guardian of the student,
 - (e) any agency having legal jurisdiction, care, custody or control of the student
 - C. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference.
 - D. Failure of any party to attend this conference shall not preclude holding the conference.

INTERROGATIONS, INTERVIEWS AND SEARCHES

1. Searches by School Personnel
 - A. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The school has the right to use drug sniffing dogs in conducting searches.
 - B. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law.

- (a) Reasonable suspicion must be based on
 - 1. facts known to the administration,
 - 2. credible information provided, or
 - 3. reasonable inference drawn from such facts or information.
 - C. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. (a) Searches shall be carried out in the presence of adult witnesses and never in front of other students.
 - (b) Students shall not be required to undress.
 - 1. May be asked to empty pockets,
 - 2. remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.
 - D. Students are permitted to park on school premises as a matter of privilege. The school retains the authority to conduct routine patrols of the student parking lots.
 - E. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the laws or rules of the school.
 - F. Law enforcement officials shall be contacted if the administration reasonably suspects that a student;
 - (a) is concealing controlled substances, drug paraphernalia, weapons or stolen goods
 - (b) has evidence of a crime beneath his/her clothing and the student refuses to surrender such articles
 - G. Law enforcement officials may be contacted in any case involving a violation of law when:
 - (a) student refuses to allow a search, or
 - (b) the search cannot safely be conducted.
 - H. Parents may also be contacted.
- 2. Interviews with Law Enforcement Officials
 - A. The school district has legal jurisdiction over students during the school day and hours of approved extracurricular activities.
 - B. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials.
 - C. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.
 - (a) The principal will
 - 1. verify and record the identity of the officer or other authority
 - 2. request an explanation of the need to question or interview the student at school.
 - 3. make reasonable efforts to notify the student's parents/guardians
 - i. If interviewer raises a valid objection to the notification, parents will not be notified.
 - D. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.
- 3. Removal of Students from School by Law Enforcement Officials
 - A. Before a student at school is arrested or taken onto custody by a law enforcement or other legally authorized person, the principal will
 - (a) verify the official's identity
 - (b) verify the official's authority to take custody of the student (to the best of his/her ability).
 - (c) attempt to notify the student's parent/guardian that the student is being removed from school.

4. Interviews with Department of Family Services Personnel
 - A. The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extracurricular activities when
 - (a) an emergency situation exists, or
 - (b) interviewing in the home setting would be inappropriate.
 - B. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview, when possible. The following points should be worked out prior to the interview:
 - (a) Who will conduct the interview. This will generally be the DFS worker or law enforcement officer, although the child's relationship with school personnel may be taken into consideration.
 - (b) Who will participate in the interview. This may include the school principal or designee or a teacher, counselor or nurse who has a relationship with the child. This number should be kept to the absolute minimum.
 - (c) Where and when the interview will be conducted. It must be in a private setting and with the least disruption to the child's schedule as possible.
 - (d) Confidentiality mandates should be discussed.
 - (e) Whether parents will initially be notified by the school personnel or DFS that an interview occurred at the school and the timing of that contact.
 1. If the DFS worker has not talked with the parents, he/she should assume the responsibility for notifying the parents that the child has been interviewed.
 2. If DFS makes the first contact with the parents regarding the school interview, DFS will contact the school to inform of the outcome and the parents' response.
 - C. The worker may be accompanied by a law enforcement officer when the report alleges sexual abuse or serious physical abuse.
 - (a) Principal will verify and record the identity of the DFS staff person, who will explain the need to question or interview the student at school.
5. Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview the child during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order which appoints him/her. The interview must be conducted in a private setting and with the least disruption to the child's schedule as possible.

DISCIPLINE OF DISABLED STUDENTS

1. Definitions - - For the purposes of this policy the following terms are defined:
 - A. *Change of Placement:* Any removal of a disabled student from his/ her assigned classroom or service specified in an IEP (Individualizes Education Program) or by the IEP team responsible for determining placement, for other than short-term crisis management, for a period of more than ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year. Multiple suspensions which accumulate to more than ten (10) days may constitute a change in placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.

Interventions established by the IEP team which continue the provision special education and related services, or interventions which do not substantially interrupt the provision of services identified by the IEP team, or those in an IEP, will not count as an out-of-school suspension for purposes of deciding whether a change of placement results.

The principal shall keep a record of all disciplinary action taken against a student with a

disability which, if continue for more than ten (10) consecutive/cumulative school days, would amount to a change in placement.

A disabled student who brings a firearm (as defined in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than 45 days.

- B. *Disabled Student:* A student identified as disabled as defined in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or IEP evaluation.
- C. *Suspension:* Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) consecutive days constitutes a change of placement.
- D. *Expulsion:* Removal from school for an indefinite period of time for serious misconduct.

2. Procedures

- A. If a disabled student is charged with misconduct which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges.
- B. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts which form the basis of the proposed suspension.
- C. The student, with assistance of a parent/guardian, shall then be given an opportunity to present his/her version of the incident.
- D. The principal shall keep a record of all disciplinary action taken against a disabled student which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.
- E. If any disciplinary action which will result in a change in placement is proposed against a disabled student;
 - (a) the supervisor of special education and the chairperson of the student's IEP team responsible for determining placement shall be notified and;
 - (b) the committee shall be convened as soon as practicable.
- F. The student shall be accorded all procedural rights under federal and state law, including:
 - (a) notice of the proposed action,
 - (b) the right to examine the record,
 - (c) re-evaluation if a significant change in placement is proposed,
 - (d) the right to appeal,
 - (e) a hearing with the right to representation by counsel, and
- G. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless;
 - (a) an agreement is reached with the parents for an alternative placement or;
 - (b) a court injunction is obtained
- H. If a disabled student is found by the district to present a danger to him/ herself or others, and the student's parent/guardian has not consented to an immediate change in placement pending due process procedures, the district may seek a court order for an immediate change in placement, pending the completion of such procedures.
- I. If the court does not determine the nature and extent of services to be provided during this period, the IEP team shall make such determination.
- J. If the discipline proposed would result in a change in placement, the committee shall;
 - (a) determine whether the behavior for which discipline is proposed is related to the child's disability;
 - (b) determine whether the child is currently placed in the appropriate least restrictive environment based on an IEP team evaluation.
- K. If the committee determines that the behavior is related to the student's disability,
 - (a) the student shall remain in the current placement pending completion of the administrative process.
 - (b) disciplinary action resulting in a change in placement **may not** be taken

- (c) the committee shall modify the student's placement or IEP, as appropriate
 - 1. In the case of a disability resulting in violent behavior which causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.
- L. If the committee determines that the behavior is unrelated to the disability,
 - (a) discipline resulting in a change of placement may be imposed
 - 1. Parents/guardians must be notified
 - 2. possible suspension
 - 3. possible expulsion
 - 4. special education services cannot be ceased
 - (b) normal disciplinary measures recommended by the administration may be imposed
- M. The committee's determination may be appealed.
- N. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be;
 - (a) based on recommendations of the IEP team;
 - (b) subject to the right of appeal.
- O. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

1. Definitions - - The following definitions and terms apply to this policy:
 - A. *Act of School Violence/Violent Behavior*--The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
 - B. *Serious Physical Injury*--Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
 - C. *Serious Violation of District's Discipline Policy*--One or more of the following acts if committed by a student enrolled in the district.
 - (a) Any act of school violence/violent behavior
 - (b) Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials
 - (c) Any offense which results in an out-of-school suspension for more than ten (10) school days
 - D. *Need to Know*--Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
 - E. *School Property* - - Property utilized, supervised, owned, rented, leased, or controlled by the school district including, but not limited to, school playgrounds, parking lots, school buses, and any property on which school activity takes place.
2. Reporting to School Staff
 - A. School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall

be provided to any teacher and other district employees with a need to know.

- B. the superintendent or designee will inform district employees with a need to know of any act committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Division of Family Services (DFS), sheriff, chief of police, or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

3. Reporting to Law Enforcement Officials

- A. The following acts, regardless of whether they are committed by a juveniles or adult, are subject to this reporting requirement:
 - 1. First or second degree murder under §§ 565.020, .021, RSMo
 - 2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
 - 3. Kidnapping under § 565.110, RSMo.
 - 4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
 - 5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
 - 6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
 - 7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
 - 8. Robbery in the first degree under § 569.020, RSMo.
 - 9. Possession of a weapon under chapter 571, RSMo.
 - 10. Distribution of drugs under §§ 195.211, .212, RSMo.
 - 11. Arson in the first degree under § 569.040, RSMo.
 - 12. Felonious restraint under § 565.120, RSMo.
 - 13. Property damage in the first degree under § 569.100, RSMo.
 - 14. Child molestation in the first degree pursuant to § 566.067, RSMo.
 - 15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
 - 16. Sexual abuse pursuant to § 566.100, RSMo.
 - 17. Harassment under § 565.090, RSMo.
 - 18. Stalking under § 565.225, RSMo.
- B. The superintendent 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.
- C. All employees shall immediately report to the principal.
 - 1. any incident in which a person is believed to have committed an act which if committed by an adult would be;
 - (a) first, second, or third degree assault;
 - (b) sexual assault or;
 - (c) deviate sexual assault against a student or school employee, while on school property, buses or at school activities.
 - 2. if a student is discovered to possess a substance or weapon in violation of the district's policy.
- D. The principal shall immediately report these offenses to the appropriate law enforcement agency and superintendent.
- E. The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

4. Student Discipline Records

- A. The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be
 - (a) made available to all district employees with a need to know;

- (b) provided to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law.
- (c) transferred to the new school within (2) business days after notification by the DFS of their placing a student in another school.
- B. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.
- C. Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten (10) days or longer and expulsions.

5. Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

STUDENT RECORDS - (Board Policy JO-AF1)

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

These rights are:

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 or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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 of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 professional responsibility. Upon request, the school discloses education records without consent to official of another school district in which a student seeks or intends to enroll.
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 20202.4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parents or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent:

- Student's name; parents name; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.
 7. The Jefferson C-123 school district will transfer student records, including discipline records to another school district where the student is seeking to enroll.

PUBLIC COMPLAINTS

The School Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent, or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Procedures
 - A. Complaints on behalf of individual students should first be addressed to the teacher.
 - B. Unsettled matters from (A) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
 - C. Unsettled matters from (B) above, or problems and questions concerning the school district, should be directed to the superintendent.
 - A. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it an obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the state. (see Board Policy KL)

COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)

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

1. What is a complaint under ESSA?

For these purposes, a complaint is an 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 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 fifty 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 forty-five days of the complaint being filed, the LEA will submit a written summary of the 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 ten 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, and/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 private school children handled differently?** If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

PARENTS RIGHT TO KNOW

Our district is required to inform parents of information that you, according to the Every Student Succeeds Act (ESSA) 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

PARENT NOTICES AND DISTRICT RESPONSIBILITY

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
2. The district may make audio or visual recordings:
 - A. To provide security, maintain order, for professional staff development, or for other purposes related to furthering the educational mission of the district.
 - B. This may include the use of video equipment in school buildings and on district transportation.
 - C. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

- D. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Acts (FERPA) and other applicable laws.
 - E. If a student possesses electronic pictures or texts, the district will consider it the same as hard- copy possession.
 - F. Students may be filmed for instructional training in accordance with board policy KKB.
3. In the event of school cancellation or early dismissal due to weather or other circumstances announcements will be made on KVVU 97.1 FM, KFEQ 680 AM, and KAAN 95.5 FM radio stations, St. Joseph's TV station, KQTV, and the Eagle Bulletin Board (660-944-1234). Text messages will also be sent out to those who have signed their cell phones up for Textcaster. Anyone may sign up for Textcaster by going to the schools web site (www.jeffersonc123.org)
 4. Parents have the right to inspect instructional material used as part of the curriculum.
 5. Parents have the right to inspect material used in sexuality instruction.
 6. The Jefferson C-123 school district is obligated to provide education and have programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact High School Principal 660-944-2316.
 7. Parents can request information on the professional qualifications of their child's teacher or from their child's paraprofessional in the child is receiving services from a paraprofessional.
 8. The district will transfer student records, including discipline records, to another school district where a withdrawing student is seeking to enroll.
 9. District policy manual is available on the schools' website (www.jeffersonc123.org) or in the school library.
 10. Parents are encouraged to communicate with their children's teachers and visit the school. Staff members are encouraged to 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 use electronic communication with students only as frequently as necessary to accomplish the educational purpose.
 11. Staff members are expected to maintain courteous and professional relationships with students. (Policy GBH)
 12. The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. To learn more about Missouri MO HealthNet for Kids, please visit: <http://www.dss.mo.gov/mhk/index.htm> For more information on Missouri MO HealthNet for Kids, please call (translation services available): 1-888-275-5908
 13. **Suicide Prevention Education for Students**
Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

SPECIAL EDUCATION SERVICES

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 C-123 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 C-123 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 C-123 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 C-123 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).

NON-DISCRIMINATION STATEMENT AND PROCEDURES

The Jefferson C-123 school district does not discriminate on the basis of age, race, color, religion, national origin, ancestry, sex or disability.

Any complaints regarding a suspected case of discrimination should be directed to the school compliance coordinator. The district's compliance coordinator is the High School Principal and the Elementary Principal. They can be contacted at; Jefferson C-123, 37614 US Hwy 136, Conception Jct, MO, Phone-660-944-2316, Fax-660-944-2315.

In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the Superintendent at the above address or phone number.

Title IX

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Dallas Giedd Superintendent

Address: 37614 US HWY 136 Conception Jct., MO 64434

Email Address: dgiedd@jc123.k12.mo.us

Phone #: (660) 944-2316

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

BULLYING

General

In order to promote a safe learning environment for all students, the Jefferson C-123 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 districtwide anti-bullying coordinator. The anti-bullying 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 anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

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 anti-bullying 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 anti-bullying 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.

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

Adopted: February 18, 2004

Revised: October 19, 2016

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
EHB, Technology Usage
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: §§ 160.261, .775, 565.090, RSMo.

Jefferson C-123 School District, Conception Jct., Missouri

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